

INTRODUCTION

It has been estimated that although Microsoft Office 2007 contains more than 10,000 features, the average user is familiar with only about 150 of them. That means that most people have left a whopping 98.5 percent of Office territory unexplored. In practical terms, it also means that most people aren't taking advantage of the power of the Office suite. It means that most people work inefficiently by trying to make the techniques they know serve a wide range of situations, and it means that most people work ineffectively because they aren't aware of techniques that could solve their problems and add sophistication to their documents.

You'll no doubt be happy to hear that the goal of this book is *not* to give you a tour of the 98.5 percent (or whatever) of Office features that you may be unfamiliar with now. I don't know anyone who wants to learn *all* of Office. Instead, the purpose here is to share with you the tips, shortcuts, and little-known techniques—in short, the *tricks*—that I've amassed in my nearly 20 years of wrestling with the Office programs. You'll also no doubt be happy to hear that this book shuns what I call “stunt tricks,” which are those arcane and useless tips that have no purpose in the real world and serve only to show off the knowledge and smarts of the writers. A pox on their houses! This book is grounded firmly in the real world of business and other practical concerns, and the tricks I offer are designed to help you work better, faster, safer, and smarter.

What's in the Book?

This book isn't meant to be read from cover to cover, although you're certainly free to do just that if the mood strikes you. Instead, most of the chapters are set up as self-contained units that you can dip into at will to extract whatever nuggets of information you need. The book is divided into five

INTRODUCTION

IN THIS INTRODUCTION

What's in the Book?	1
This Book's Special Features	2



main parts, each of which covers a major Office application. To give you the big picture before diving in, here's a summary of what you'll find in each part:

- Part 1, “Microsoft Word Tricks”—The chapters in Part 1 offer up a collection of tricks for Word in four categories: “Text Tricks” (Chapter 1), “Formatting Tricks” (Chapter 2), “Document Tricks” (Chapter 3), and “Page Layout Tricks” (Chapter 4).
- Part 2, “Microsoft Excel Tricks”—The chapters in Part 2 focus on Excel, and I've gathered up my favorite spreadsheet tricks in four categories: “Formula and Functions Tricks” (Chapter 5), “Workbook and Worksheet Tricks” (Chapter 6), “Data Analysis Tricks” (Chapter 7), and “Chart Tricks” (Chapter 8).
- Part 3, “Microsoft PowerPoint Tricks”—This part presents three chapters that help you take your PowerPoint presentations to the next level. You learn “Slide and Presentation Tricks” (Chapter 9), “Animation Tricks” (Chapter 10), and “Slide Show Tricks” (Chapter 11).
- Part 4, “Microsoft Outlook Tricks”—The chapters in Part 4 concentrate on Outlook and present a large collection of tricks in two categories: “Email Tricks” (Chapter 12) and “Calendar and Contacts Tricks” (Chapter 13).
- Part 5, “Microsoft Access Tricks”—The book closes with a look at a program we can also use some help with: Microsoft Access. You learn “Table and Query Tricks” (Chapter 14) and “Form and Report Tricks” (Chapter 15).

This Book's Special Features

Tricks of the Microsoft Office 2007 Gurus is designed to give you the information you need without making you wade through ponderous explanations and interminable technicalities. To make your life easier, this book includes various features and conventions that help you get the most out of the book and from Excel. These include the following:

- Steps—Throughout the book, each Office task is summarized in step-by-step procedures.
- Things you type—Whenever I suggest that you type something, what you type appears in a **bold** font.
- Commands—I use the following style for menu commands: **F**ile, **O**pen. This means that you pull down the File menu and select the Open command.
- Code-continuation character (↪)—When a line of code is too long to fit on a single line of this book, it's broken at a convenient place, and the code-continuation character displays at the beginning of the next line.

This book also uses the following boxes to draw your attention to important (or merely interesting) information.

NOTE

The Note box presents asides that give you more information about the topic under discussion. These tidbits provide extra insights that give you a better understanding of the task at hand.

TIP

The Tip box tells you about Office methods that are easier, faster, or more efficient than the standard methods.

CAUTION

The all-important Caution box tells you about potential accidents waiting to happen. There are always ways to mess things up when you're working with computers. These boxes help you avoid at least some of the pitfalls.

→ These cross-reference elements point you to related material elsewhere in the book.