



Studio Visual Steps

# Microsoft® Office 2007 for Independent Contractors and Freelancers

*Practical Office solutions for the self-employed or freelancer*

A practical guide for the fast-growing segment of freelancers and independent contractors. Written especially for those who are looking for efficient solutions for everyday tasks such as creating estimates, offers, invoices or budgets and for the easy creation of business cards, brochures, newsletters and company presentations.

No time to take a course in business administration? Work instead through this Visual Steps book at home and in your own tempo! Do the chapters that specifically apply to your business. As you follow each step, the results appear directly on your computer screen. In a few short hours you can complete an entire course. You will end up with a series of useful documents that can be directly applied to your business.

## Characteristics of this book:

- practical, useful topics
- geared towards the needs of the self-employed, independent contractor or freelancer
- clear instructions that anyone can follow
- handy, ready-made templates available on the website

## Topics covered in this book:

### Excel 2007

- estimates, quotes, invoices
- projects, schedules, mileage tracking

### Word 2007

- letterhead, newsletters and mailing labels

### Publisher 2007

- business cards, brochures, websites

### PowerPoint 2007

- company presentations

### Outlook 2007

- customer, vendor and contact information
- organize and archive mail

### Business Contact Manager 2007

- project administration
- manage leads and prospects

### Windows Vista and XP

- computer maintenance
- back-ups and security

## What do you need:

Microsoft Office 2007

Windows Vista/XP

## Prior experience

Basic knowledge of Windows and Microsoft® Office.

## Support website

[www.visualsteps.com/office2007freelance](http://www.visualsteps.com/office2007freelance)

## Visual Steps™

Microsoft® Office 2007 for Independent Contractors and Freelancers makes use of the Visual Steps Method developed for adult learners by **Addo Stuur**.

- **Content:** the special needs and requirements of the beginning user with little or no technical background have been taken into account.
- **Structure:** self-paced, learn as you go. Proceed step by step with easy to follow instructions. What's more, the chapters are organized in such a way that you can skip a chapter or repeat another as desired.
- **Illustrations:** plentiful use of screen illustrations to show if you are on the right track.
- **Start right away:** lay the book by the keyboard and carry out the instructions on your own computer as shown in the book.

## The Studio Visual Steps Authors

The Studio Visual Steps team of authors consist of different professionals, all thoroughly experienced in their subject field. The proven Visual Steps methodology features:

- Easy, step by step instructions
- Screen illustrations for each step
- Explanations and additional background information in plain English

 **Visual Steps™**  
[www.visualsteps.com](http://www.visualsteps.com)

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