



Office 2007 for Independent Contractors and Freelancers

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The computer book Microsoft® Office 2007 for Independent Contractors and Freelancers is a practical book 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 Microsoft Office 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 computer 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 this website

Topics covered in the computer book Microsoft® Office 2007 for Independent Contractors and Freelancers:

- Excel: estimates, quotes, invoices, projects, schedules, mileage tracking
- Word: letterhead, newsletters and mailing labels
- Publisher: business cards, brochures, websites
- PowerPoint: company presentations
- Outlook: customer, vendor and contact information, organize and archive mail
- Business Contact Manager: project administration, manage leads and prospects

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