



Micrsftoffice Xp Introcrseone Pkg

**Steve Sagman, Stephen W.
Sagman, Gail Taylor**

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Microsoft Office XP for Windows Steve Sagman,Stephen W. Sagman,Gail Taylor,2002 Master the basics of Microsoft Office quickly and easily with this Visual QuickStart Guide Previous editions of this book have sold over 50 000 copies worldwide Organized and presented specifically for busy professionals who need to get right to work A reasonably priced easy to reference guide to the essentials of Microsoft Office The standard suite of business applications now up20010803d for the new Windows XP platform Microsoft Office XP for Windows is a full featured word processing spreadsheet database presentation and information management package Office XP for Windows Visual QuickStart Guide guides users right to the most frequently used tasks in Word Excel Access PowerPoint and Outlook using clear step by step instructions and illustrated with hundreds of helpful screen shots For users who don t have the time or resources to wade through long passages of text and just want a quick reference to the essentials of each Office application this is the ideal guide Steve Sagman has written or co written over 17 books on computing including Microsoft Office 2000 for Windows Visual QuickStart Guide His books have sold well over a million copies and have been translated into 12 languages He has written for PC Computing Computer Shopper PC Week PC World and PC Magazine

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Pkg ANONIMO,2002-09-01 *Microsoft Office XP*. Gary B. Shelly,Thomas J. Cashman,Misty Vermaat,2003 Part of the highly successful Shelly Cashman Series this text offers a clear screen by screen step by step approach to learning the fundamentals of Microsoft Office XP Includes projects and exercises that take full advantage of the new features of Office XP

A Guide to Microsoft Office XP Professional for Windows Bruce Presley,2002

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