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Michael J. Young, Michael Halvorson



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Microsoft Word 2002 Yvonne Johnson, Pamela R. Toliver, 2001-11 The Select Series Steps for Success Projects for Perspective The Select family of texts boasts a lively look and feel that takes a step by step approach to teaching Word 2002 tasks Not only does the student step through the tasks but the emphasis on projects in this series gives the student practical knowledge of Word 2002 Microsoft Certified to the EXPERT level these texts contain the depth of coverage your students need *Microsoft Office System* Michael J. Young, Michael Halvorson, 2004 Hey you know your way around Microsoft Office so now dig into the 2003 edition and really put your PC to work Covering Microsoft Access Excel FrontPage Outlook PowerPoint Word and new Microsoft Office InfoPath this supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds in concise fast answer format It s all muscle and no fluff Discover the best and fastest ways to perform everyday tasks and challenge yourself to new levels of Office mastery Build on what you already know about Office and quickly dive into what s new Maximize your document s impact with expert formatting graphics and special effects Master your schedule and e mail including sending live attachments and Internet faxes Build better spreadsheets and databases crunch numbers and use powerful data analysis tools Create and deliver compelling multimedia

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Discovering Computers Gary B. Shelly, Thomas J. Cashman, Misty Vermaat, Jeffrey J. Quasney, 2006-02 This third edition from the Shelly Cashman Series covers the same breadth but with less depth as Discovering Computers 2007 Complete This title is ideal for a short course on computer concepts or in application software courses With the Shelly Cashman Series project oriented step by step pedagogy and full color screenshots this book includes new exercises and tools on the Online Companion

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[Microsoft Office 97 Resource Kit](#) Microsoft Corporation, 1997 If you re an administrator or an IS professional this book was written for you Here you ll find the hands on in depth information you need to roll out support and get the most from Microsoft Office 97 throughout your organization For systems running Microsoft Windows 95 and Microsoft Windows NT Server or Windows NT Workstation 3 51 and 4 0 this book covers it all migrating from earlier versions of Microsoft Office

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Microsoft Office 97 Professional Patricia L. Sullivan, 1997 Office 97 Microsoft's latest and best selling integrated software applications suite is the focus of this comprehensive textbook by Patricia Sullivan The text is intended for an introductory microcomputer applications course covering Word Excel Access and PowerPoint Each software package is covered independently allowing instructors to customize their order of topics Extensive coverage of OLE object linking and embedding and Office 97's integration with the World Wide Web is provided Five practical projects ranging from business to personal applications are included for hands on experience

Teach Yourself Microsoft Word 97 in 24 Hours Linda Jones, Ruel T. Hernandez, 1997 Jones enables readers to quickly become productive with the latest version of Microsoft Word This is a basic training manual aimed at the beginner which also details changes from earlier versions and includes tips for more experienced users

Microsoft Office XP Plain and Simple Carol Brown, Resources Online, 2001 Get the fast facts that make learning Microsoft Office XP plain and simple Easy numbered steps and screen shots show exactly what to do in full color Resource description page

Microsoft Word 97 at a Glance Jerry Joyce, Marianne Moon, 1997 Covers the basics starting the Word creating a document editing and formatting text Describes the tasks that are useful for working with tables adding graphics communicating electronically using e mail and connect to the Internet Paper DLC Microsoft Word for Windows

How to Use Microsoft Word 2000 Sherry Kinkoph, 1999 How to Use presents you with a straightforward visual approach to learning The steps and graphics guide you through every task you'll need to perform in Word 2000 Book jacket

New Perspectives on Microsoft Word 2002 S. Scott Zimmerman, Beverly B. Zimmerman, Ann Shaffer, 2001-09-25

New Perspectives on Microsoft Word 2002, Comprehensive S. Scott Zimmerman, Beverly B. Zimmerman, Ann Shaffer, 2002 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft Word 2002

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