



## Office XP: The Complete Reference

By Julia Kelly, Stephen L. Nelson

McGraw-Hill Education, 2001. Softcover. Book Condition: New. First edition. The Most Authoritative Volume Available on Office XP Work and communicate more effectively with help from this trusted reference. Expertly written by respected authors wellknown for giving practical and useful advice, Office XP: The Complete Reference will help you experience enormous functionality. Improve your understanding of all the Office XP applications--then execute word processing, spreadsheets, multimedia presentations, Internet and e-mail functions, publishing to the Web, small business programs, and more. Comprehensive coverage helps new users pick up the basics and existing users find upgrade specifics--all neatly organized so that everyone can quickly locate exactly the information they need. \* Coordinate workflow, manage projects, and integrate documents and data through the complementary suite of applications in Office XP \* Format Word documents professionally with styles, drop caps, floating text, and crosscolumn graphics \* Plan and build powerful Access databases to store and manage complex information \* Use Excel to organize, manipulate, and chart numerical data, and exchange data between Excel and Access quickly and easily \* Use Internet Explorer to publish online, browse, and transmit data \* Create and customize multimedia PowerPoint presentations \* Design, edit, and publish newsletters, brochures, or more...



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