



## 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 well-known 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 cross-column 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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