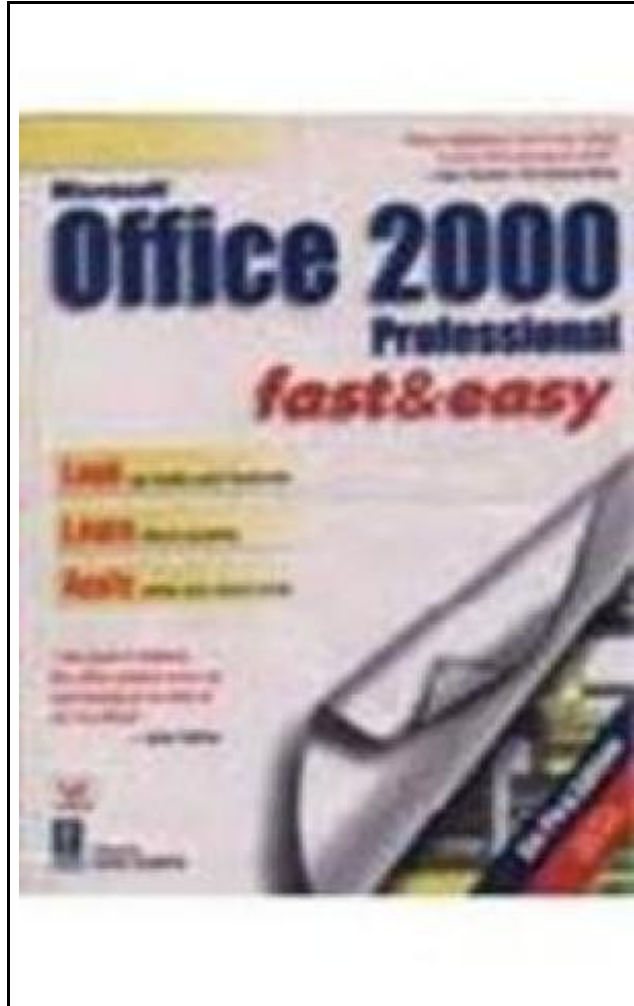# Microsoft Office 2000 Professional: Fast and Easy

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Reviews

It is really an incredible publication which i actually have possibly read through. It really is writter in easy phrases and not confusing. Once you begin to read the book, it is extremely difficult to leave it before concluding.
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MICROSOFT OFFICE 2000 PROFESSIONAL: FAST AND EASY

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BPB Publications, 2000. Softcover. Book Condition: New. First edition. SynopsisTells how to master the basics of six programs that make up Microsoft Office Professional, and also covers Microsoft`s web browser, Internet Explorer. Material is presented in visual format, with two screen shots on every page and margin notes with brief instructions and explanations. Includes appendices on installation and keyboard shortcuts. Table of Contents Introduction PART I INTRODUCING MICROSOFT OFFICE Welcome to Office 2000 Choosing Commands Getting Help with Office Managing Files Working with Multiple Windows PART II WORD 2000 Getting Started with Word 2000 Editing Text Working with Pages Arranging Text on a Page Using Fonts Effectively Using Text Editing Tools Working with Tables Working with Paragraph Styles Discovering Templates Adding Headers and Footers PART III EXCEL 2000 Welcome to Excel 2000 Editing Worksheets Using Formulas and Functions Navigating Your Worksheets Sorting and Filtering Data Exploring Print Options Formatting Text Formatting Numbers and Cells Generating a Chart Formatting Your Chart PART IV OUTLOOK 2000 Welcome to Outlook 2000 Finding Your Way in Outlook Reading and Responding to Messages Creating and Sending New Messages Using the Address Book Viewing Your Calendar Scheduling Appointments Creating New Contacts Working with Contacts Creating Tasks PART V POWERPOINT 2000 Creating a Quick and Easy Presentation Viewing Your Presentation Working with the Outline View Organizing Your Presentation Editing Text Customizing Your Presentation Delivering Your Presentation PART VI ACCESS 2000 Creating a Database Using Databases Creating a Table with the Table Wizard Creating a Table from Scratch Entering and Editing Data Sorting, Filtering, and Finding Data Creating a Form with the Form Wizard Entering Data in a Form Using the Simple Query Wizard PART VII PUBLISHER 2000 Creating a Publisher 2000 Document Using Publisher 2000 Tools Discovering Wizards and Design Sets Entering Text in Wizards and Blank...

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