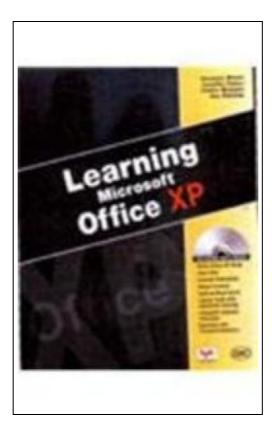
Learning Microsoft Office XP



Filesize: 4.91 MB

Reviews

Most of these ebook is the perfect publication offered. Sure, it really is play, still an interesting and amazing literature. You wont truly feel monotony at whenever you want of your time (that's what catalogs are for about in the event you check with me). (Roosevelt Rohan)

LEARNING MICROSOFT OFFICE XP



BPB Publications, 2002. Softcover. Condition: New. First edition. Learning Microsoft(R) Office XP "through Applications & Exercises" "From Beginner to Expert--The Skills YOU Need in the Workplace" Each lesson contains short exercises designed for using Office XP in real-life business settings. Exercises include key terms, concise notes, conceptual descriptions of the Office features, and hands-on mouse and keystroke procedures. Exercise Directions offer step-by-step instructions to put the students' skills to work. "Word, Excel, Access, PowerPoint--And How to Use Them Together" All Office applications can be used separately or integrated to create sophisticated professional-looking documents. Use Word to create letters, memos, reports, and Web pages. Track financial data and create charts and graphs with Excel. Use Access to store, retrieve, and report on information. Develop multimedia presentations with PowerPoint. "Bonus Items on the CD-ROM" "Data Files" - Students do less typing and more application. "Additional Lessons, Typing Tests with Automatic Scoring, and Keyboarding Course" - Learn basic Office XP skills and develop advanced skills using more complex Office features. - Keyboarding course helps those new to typing or in need of skill-building drills. "Learn Business and Financial Terms" - CD-ROM includes a glossary of terms used in the exercises, the workplace, and the financial arena. "Computer Literacy Basics" - Computer Literacy bonus exercises cover computers, computer care, and computer history. "We`ll Teach You" Word - Fonts - Labels & Envelopes - Centering & Aligning - Columns - Mail Merge - Graphics Excel - Worksheets - Labels - Formulas - Functions - Charts - Enhancements Access - Database Objects - Wizards - Filters - Queries - Views PowerPoint - Presentations - Slides - Graphics - Organization - Charts - Handouts Printed Pages: 509.

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