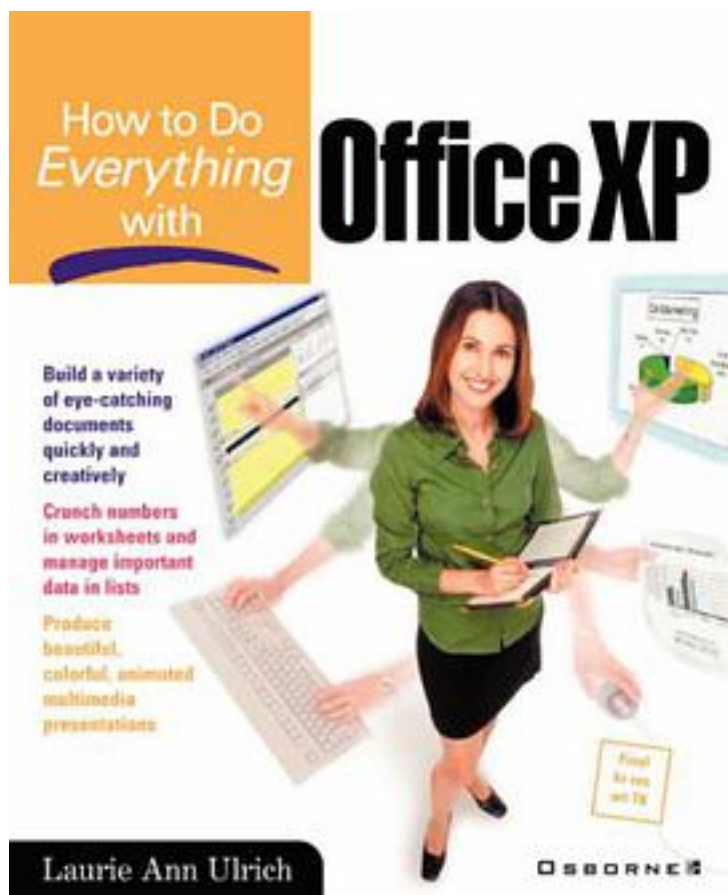# How to Do Everything with Office XP

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Microsoft Office is an integrated suite of business applications that includes word processing, spreadsheets, databases, presentation graphics, email, and more. It is the standard business application suite for the vast majority of businesses and home PC users in the U.S and much of the rest of the world; As the de facto standard, use of

Office software makes sharing files and data easy and transparent to colleagues inside and outside the office. Office 2001 incorporates significant new features, including speech tools, "reveal codes," a media gallery, enhanced collaboration tools, and more. New users and users of past versions alike will seek the information contained in this book

作者介绍:

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