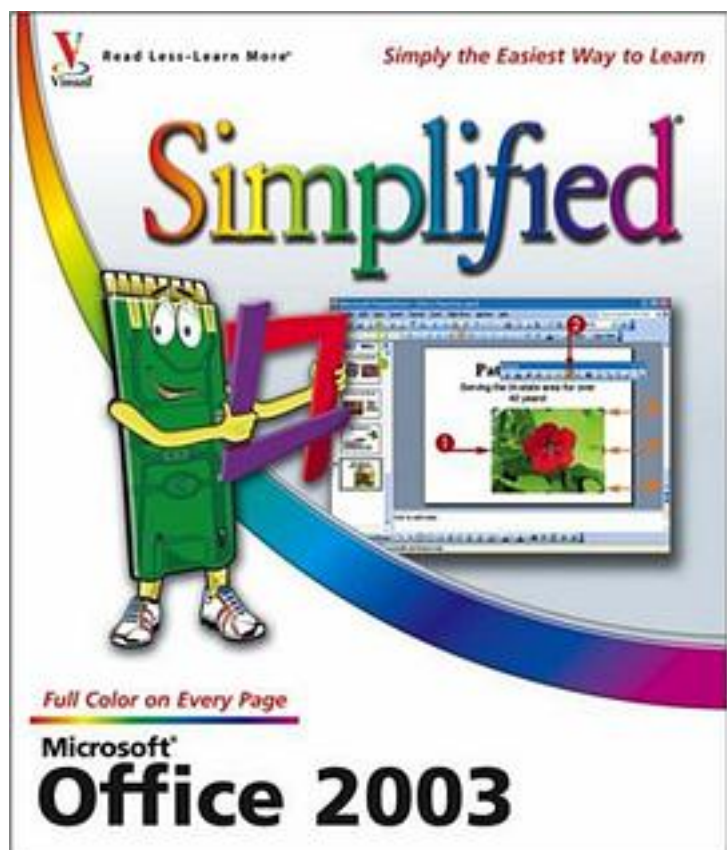


Office 2003 Simplified



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在线阅读本书

Are you new to computers? Does new technology make you nervous? Relax! You're holding in your hands the easiest guide ever to Office 2003 – a book that skips the long-winded explanations and shows you how things work. All you have to do is open the book, follow Chip, your friendly guide – and discover just how easy it is to get up to

speed.

The Simplified series is very accessible to beginners and provides useful information for more experienced users. For visual learners (like myself), the illustrations are a great help. It's challenging to take a complex subject and express it simply, clearly, concisely, and comprehensively. This book meets the challenge."-John Kelly (Anchorage, AK)

"Simplify It" sidebars offer real-world advice

A friendly character called Chip introduces each task

Full-color screen shots walk you through step by step

Self-contained, two-page lessons make learning a snap

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