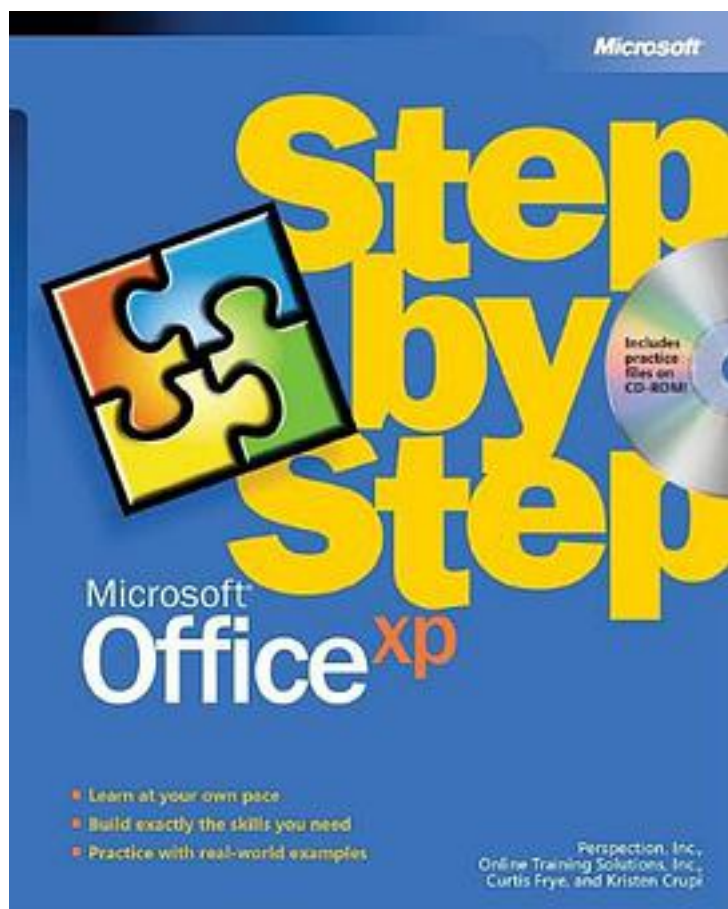


# Microsoft Office XP Step by Step



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Microsoft Office is one of the most efficient suite of applications for creating documents, communicating, and analyzing business information. Office XP continues to extend desktop productivity to the Web, streamlining the way you work and making

it easier to access and share information so you get better results. MICROSOFT OFFICE XP STEP BY STEP offers self-paced instruction to the beginning-to-advanced user who wants to get the most out of Office XP-and prepare for Microsoft Office User (MOUS) certification. This personal training system offers easy-to-follow lessons full of clear objectives, a wealth of task-oriented procedures, and dozens of real-world business scenarios. Each STEP BY STEP title consists of friendly, straightforward instruction with dozens of full-color screenshots and illustrations to help you learn exactly what you need to know at your own pace. A companion CD-ROM includes practice files that are tightly integrated with the lessons, plus movie-style demonstrations of key procedures. Other features include a "QuickLook Guide" for easy visual navigation, a "Finding the Best Starting Point for You" section to help you decide how to the most out of the book, and a special lay-flat binding to keep the book open during lessons.

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