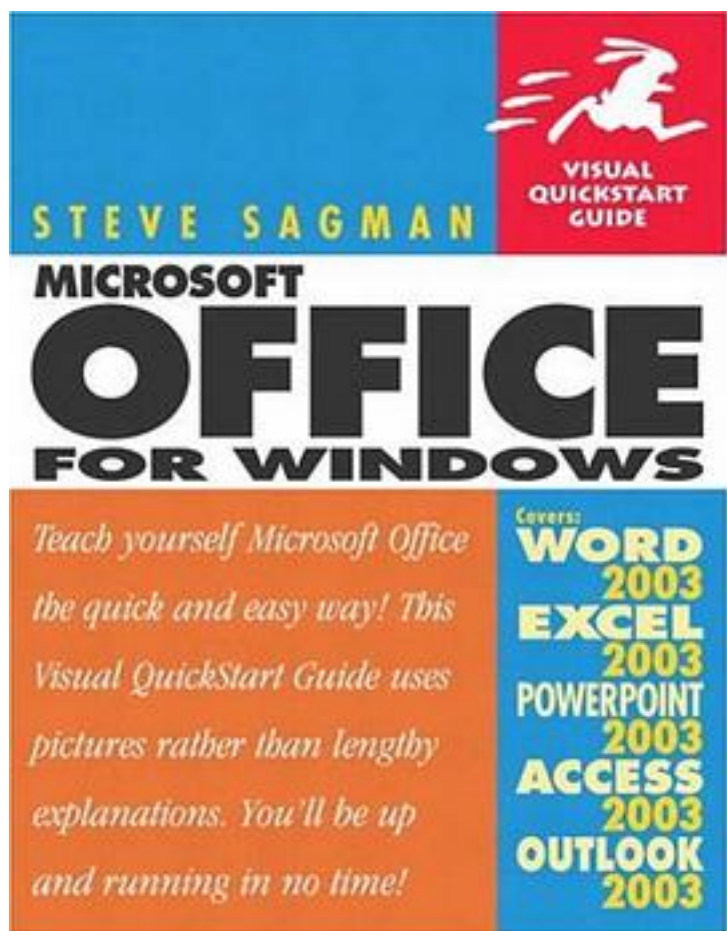


Office X for Windows



[Office X for Windows_ 下载链接1](#)

著者:Sagman, Stephen W.

出版者:Addison-Wesley

出版时间:2003-10

装帧:Pap

isbn:9780321193926

If you've ever held a desk job, you've certainly used at least one of the products in the Microsoft Office suite-the standard productivity software for anyone who uses a computer as more than just a gaming machine. But that doesn't make you an expert in

Word, Excel, Access, PowerPoint, and Outlook-especially when you're facing a revamped version of Office-due to be released in mid-2003-with a slew of new features and updates in each of the five programs. "Office 11," the codename for the next version of Microsoft Office, promises greater productivity through improved, XML-based data-sharing tools, which will enable the exchange of any form of data across heterogeneous systems, platforms, and applications. The new version of Office will also allow information workers to more easily collaborate, share documents, and communicate with one another via the Web. Office X for Windows: Visual QuickStart Guide quickly gets readers up to speed on all of the suite's new features, including "Smart Documents" and the new Document Workspace, so that they can do their work without getting slowed down by the software. Using clear, step-by-step instructions illustrated with hundreds of helpful screenshots, Office X for Windows: Visual QuickStart Guide walks readers through the most frequently used tasks in Word, Excel, Access, PowerPoint, and Outlook, as well as tips on how to best integrate the applications. For users who don't have the time or resources to wade through long passages of text and just want a quick reference to the essentials of the Office applications, this is the ideal guide.

作者介绍:

目录:

[Office X for Windows_ 下载链接1](#)

标签

评论

[Office X for Windows_ 下载链接1](#)

书评

[Office X for Windows_下载链接1](#)