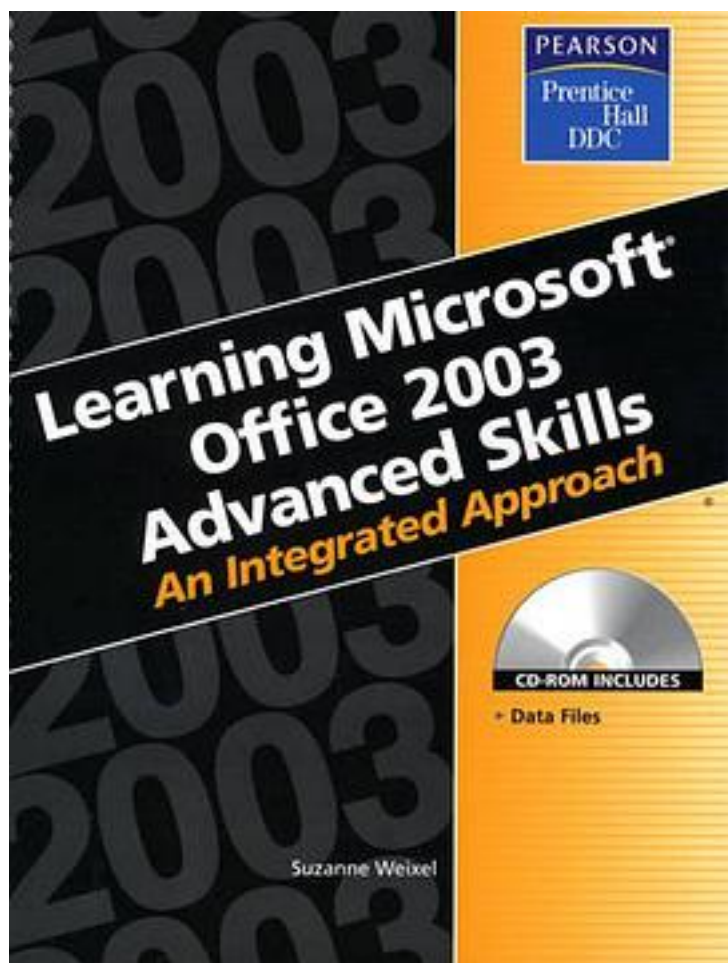# Learning Microsoft Office 2003 Advanced Skills

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著者:Weixel, Suzanne

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Appropriate for all advanced level courses in Microsoft Office 2003. Learning Microsoft Office 2003 Advanced Skills: An Integrated Approach is a total-immersion, hands-on tutorial that teaches students how to use Microsoft Office as an integrated suite, not

merely a set of disconnected applications. This approach will enable students to perform complex real-world tasks far more effectively. The author walks students step by step, mouse-click by mouse-click, keystroke by keystroke through each of Microsoft Office 2003's most important integration features and applications. They begin with an overview of integration in Microsoft Office 2003, covering basic skills such as moving data between applications and creating hyperlinks that connect Microsoft Office documents to Internet sites. Through hands-on exercises, they show how to create PowerPoint presentations from Word outlines; embed Excel charts in Word reports; use Outlook contact lists to generate mailing labels for Word mail merges; publish Word reports based on Access queries; and link Excel charts to PowerPoint slides. Next, they move on to specific productivity tasks that benefit from Office integration: for example, generating directories with Word and Access, and linking Excel worksheet data to a Word form letter. The book includes detailed coverage of Web page and Internet integration, ranging from delivering presentations on the Web to creating entire Web sites with Word. A final section presents complex projects that walk users through using multiple Office applications together. Each lesson is comprised of several exercises built around using Microsoft Office in real-life business settings. Most exercises consist of seven key elements: a brief "On the Job" description of how the student would use this feature in the workplace; a realistic exercise scenario; definitions of key terms; concise notes describing and outlining important concepts; hands-on mouse and keyboard procedures; step-by-step instructions for putting the skills to work; and an "On Your Own" critical-thinking activity students can work through on their own, for reinforcement, practice, or to test skills proficiency.

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目录:

Learning Microsoft Office 2003 Advanced Skills_下载链接1_

标签

评论

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