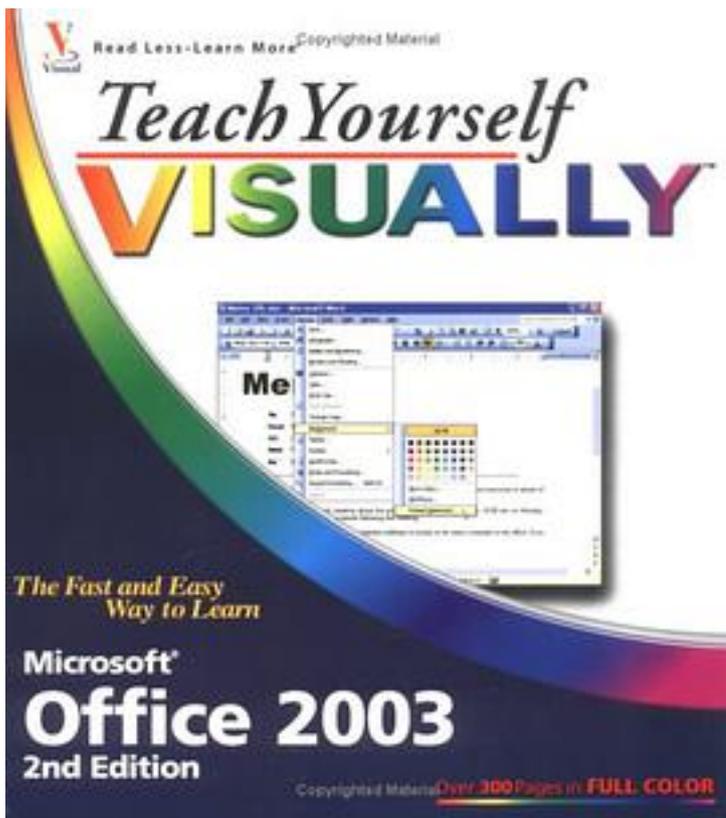


Teach Yourself Visually Office 2003



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出版者:John Wiley & Sons Inc

出版时间:2005-10

装帧:Pap

isbn:9780764596872

Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 230 Office 2003 tasks. Each task-based spread includes these great features to get you up and running on Office 2003 in no time: * Helpful sidebars that offer practical tips and tricks * Succinct explanations that walk you through step by step *

Full-color screen shots that demonstrate each task * Two-page lessons that break big topics into bite-sized modules Learn how to * Work with menus, toolbars, and task panes * Save time with Word's Autotext feature * Format data in an Excel(r) spreadsheet * Build a PowerPoint(r) presentation * Create an Access database from a template * Handle e-mail and calendars with Outlook(r)

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