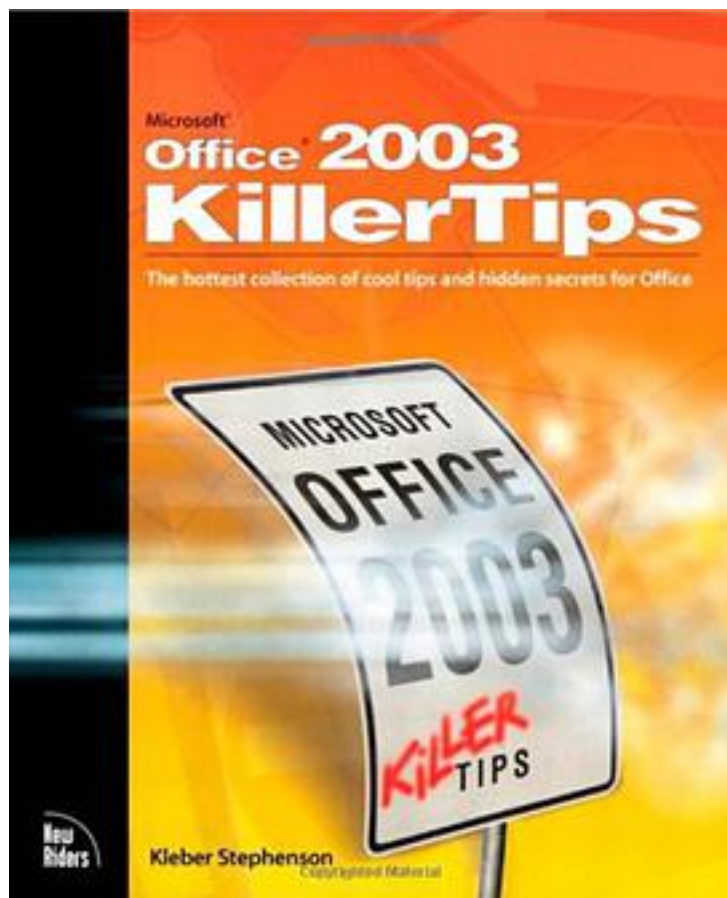# Microsoft Office 2003 Killer Tips

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More than 95 percent of business users have Microsoft Office on their desktops; however, only a small percentage of them know how to use all of Office's apps effectively and efficiently. For any Office 2003 user, this book is the answer. By trading lengthy tutorials for to-the-point tips focusing on hidden features and productivity

tricks, this volume promises to transform plodding Office users into proficient ones. Veteran Office users will be amazed to see how much they didn't know about their favorite app, and first-time users will be able to ramp up fast in the areas that interest them most -- thanks, in both cases, to a logical organization that lets readers browse appropriate sections to find just the tips that interest them. Best of all, readers will find a wealth of tips about all that's new in Office 2003: better change-tracking and annotation tools in Word, a redesigned Outlook, the new applications OneNote (for note taking) and Info-Path (for designing templates that pull info from databases), and gobs more.

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