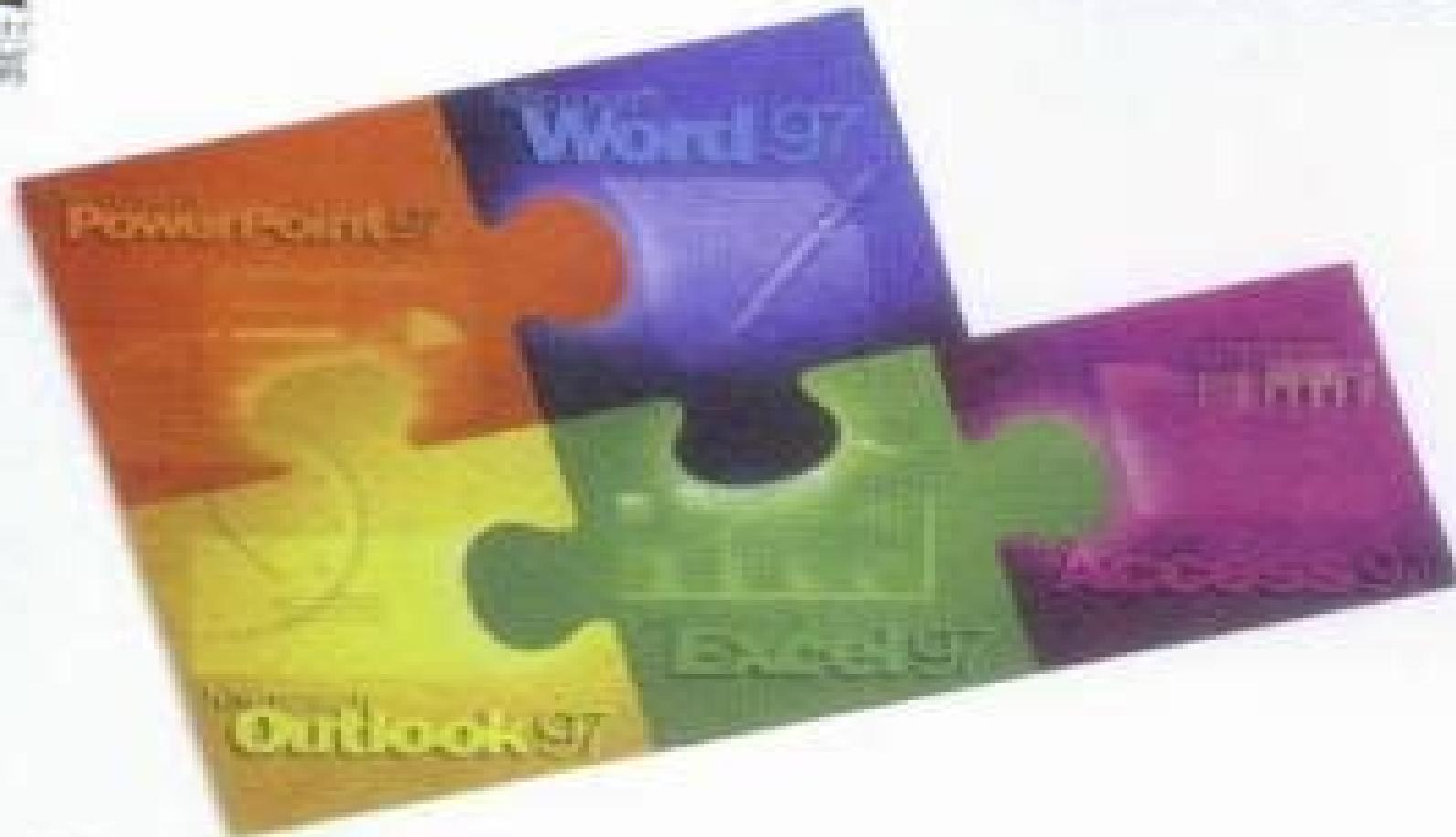




Microsoft



# Microsoft Office 97

Professional Edition

# Microsoft Office Professional 97

**Chao Zhang**

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**Microsoft Office 97 Professional 6 in 1** Faithe Wempen,1998 Describes the features of Microsoft Windows 95 Windows NT and each of the components in the integrated software package and tells how to use them together

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**Microsoft Office 97 Professional Edition** Reding,Swanson,Steve Johnson,1997-03 This first book in the highly visual new design offers new users a hands on introduction to Microsoft Office 97 and also serves as an excellent reference for future use Each skill is presented on two facing pages with the step by step instructions on the left page and large screen illustrations on the right Preface Microsoft Office 97, Professional Edition SWANSON MARIE,Beskeen,Swanson,Marie L. Swanson,Friedrichsen,Elizabeth Eisner Reding,Lisa Friedrichsen,David W Beskeen,Tara Lynn O'Keefe,David Beskeen,1997 Part of the Illustrated Series this text offers a quick visual way to build Microsoft Office 97 skills Covers intermediate skills for each Office 97 application

**Exploring Microsoft Office Professional** Robert T. Grauer,Maryann Barber,1996 Part of the Exploring Windows 3 1 series this text features tutorials which have numerous screen shots to guide the student through each step of every exercise Business oriented problems and cases are included This work focuses on Microsoft Office Professional

*The Complete Idiot's Guide to Microsoft Office 97* Joe Kraynak,1998 You're a smart person who wants to stay ahead in the corporate world You know that using Office 97 is what you need to do but that could mean struggling through piles of technical manuals Push aside those overweight books The Complete Idiot's Guide to Microsoft Office 97 Second Edition feeds you a low fat diet of Office 97 that's easy to swallow and easy to digest Its lighthearted approach is perfect for new and experienced users who need to quickly take advantage of the best that Office 97 has to offer So bypass fat heavy books Learning to be productive and efficient in Office will be a breeze Microsoft Office 97 Gini

Courter,Annette Marquis,1997 Microsoft Office 97 No experience required is a vital resource for computer users eager to master the latest release of Microsoft's popular office suite This book guides you thorough six applications building understanding skill by skill and preparing you for your next interview or the start of your next project Learn every Office skill employers deem essential Inside you'll find thorough coverage of every Office 97 component beginning with Word and Excel You'll create presentations using PowerPoint build databases with Access manage information with Outlook and create and maintain a Web site with FrontPage Whether you work your way through from cover to cover or head straight for what you need right now you'll quickly learn concrete skills you can apply immediately **Brief Microsoft Office 97 Professional** Robert T. Grauer,Maryann Barber,1997 Intended for any course teaching application software using Microsoft Office 97

applications This book is aimed at students in a variety of disciplines including liberal arts business and the sciences It helps students master important concepts as well as the features of the Office 97 applications **Microsoft Office 97**

**Professional** Patricia L. Sullivan,1997 Office 97 Microsoft s latest and best selling integrated software applications suite is the focus of this comprehensive textbook by Patricia Sullivan The text is intended for an introductory microcomputer applications course covering Word Excel Access and PowerPoint Each software package is covered independently allowing instructors to customize their order of topics Extensive coverage of OLE object linking and embedding and Office 97 s integration with the World Wide Web is provided Five practical projects ranging from business to personal applications are included for hands on experience *Microsoft Office 97 Professional Edition* ,1997 H ng d n s d ng Office 97 professional Edition y v chuy n s u v c ch li n k t ho t ng c a Word 97 Excel 97 Access 97 PowerPoint 97 Outlook 97 Camcorder Photo

Editor Bookshelf Basic Internet Explorer v World Wide Web *Running Microsoft Office 97* Michael Halvorson,Michael J. Young,1998 **Microsoft Office 97 Professional 6-in-1 Step by Step** Catapult, Inc,Perspection, Inc,1997 Six books in one this title covers Excel Word Access PowerPoint Outlook and Windows 95 The CD ROM includes practice files tightly integrated with the lessons Camcorder files show visual instruction clips of how to do some of the more complicated procedures *Microsoft Office 97 Professional Edition - Illustrated Projects* Carol M. Cram,1997 Part of the Illustrated Projects Series this text offers a quick visual way to apply Microsoft Office 97 skills Covers beginning skills **Project for Microsoft Office 97 Professional** Pamela R. Toliver,Yvonne Johnson,Philip A. Koneman,1999 The SELECT Lab Series of titles gives students a complete introduction to Office 97 applications while preparing them for the certification exams developed by Microsoft Corporation All titles in the series use a highly visual project based approach and include hands on exercises integrated assignments Internet exercises and a complete introduction to Windows 95 including Windows 95 Active Desktop and Windows 98 Visit the SELECT Lab Series Web Site at [www.prenhall.com/select](http://www.prenhall.com/select) for additional exercises and information *Microsoft Office 97 Channel Sales Training Kit* ,1997

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Parsons,Shaffer,Dan Oja,Roy Ageloff,Finnegan,Beverly B. Zimmerman,1997-04

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