

# Microsoft Office Specialist

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Office 2003 Edition

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A complete instructor support program is available with the text **Microsoft Office 2003 in 10 Simple Steps or Less** Michael Desmond,2003-11-10 If you are looking to perform specific activities in Microsoft Office 2003 fast then this book is for you whether you re new to Microsoft Office or you re just upgrading to the 2003 version This comprehensive guide delivers the answers you need with clear easy to follow instructions for more than 250 key Microsoft Office 2003 tasks that cover everything from adding formulas in Excel to managing contacts in Outlook to graphing data and building presentations Each task is presented in ten quick steps or less on easy to navigate pages with lots of screen shots and to the point directions to guide you through every common and not so common Microsoft Office 2003 challenge and help you get more done in less time Each solution is ten steps or less to help you get the job done fast Self contained two page spreads deliver the answers you need without flipping pages A no fluff approach focuses on helping you achieve results A resource packed with useful and fun ways to get the most out of Microsoft Office 2003 **Microsoft Certified Application Specialist Study Guide** Joyce Cox,Joan Preppernau,Joan Lambert,2008 Demonstrate your expertise with the 2007 Microsoft Office system This comprehensive study guide covers all the Microsoft Certified Application Specialist exams for Microsoft Office

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