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Matthew MacDonald

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Microsoft Office 97 User Manual Rick Winter, 1998 Microsoft Office 97 User Manual picks up where other user manuals fall short by providing detailed documentation of Office's many commands, dialog boxes, buttons, toolbars, and more. Here you'll find documentation for the many complex tools found in Word, Excel, PowerPoint, and Outlook 98, features all organized by menu.

Absolute Beginner's Guide to Microsoft Office Word 2003 Laura Acklen, 2004 Provides step by step instructions on creating a variety of documents with the latest version of Microsoft Word.

Access 2007 for Starters: The Missing Manual Matthew MacDonald, 2007-01-25 This fast paced book teaches you the basics of Access 2007 so you can start using this popular database program right away. You'll learn how to work with Access' most useful features to design databases, maintain them, search for valuable nuggets of information, and build attractive forms for quick and easy data entry. The new Access is radically different from previous versions but with this book you'll breeze through the new interface and its timesaving features in no time with Clear explanations, Step by step instructions, Lots of illustrations, Larger type, Plenty of friendly advice. Ideal for small businesses and households, Access runs on PCs and manages large stores of information including numbers, pages of text and pictures, everything from a list of family phone numbers to an enormous product catalog. Unfortunately each new version of the program crammed in yet another set of features so many that even the pros don't know where to find them all. Access 2007 breaks the mold. Microsoft changed the user interface by designing a tabbed toolbar that makes features easy to locate. One thing that hasn't improved is Microsoft's documentation. Even if you find the features you need you still may not know what to do with them. Access 2007 for Starters The Missing Manual is the perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information.

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