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Michael Price

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spreadsheets and presentations **Mastering Microsoft Office** Helen Holding, Clare Martin, 2017-03-04 This new edition of Mastering Microsoft Office provides a concise practical guide to the essential features of Microsoft Office. With updated coverage of Office 2000 this book offers guidance on the most useful aspects of Word, Excel, PowerPoint and Access. It also includes a new chapter on Outlook. Step by step instructions take the reader through a series of connected tasks which are illustrated with screenshots to aid understanding. Exercises, multiple choice questions and worksheets help to consolidate knowledge making this book ideal for use on courses and for self study in the home or office **Using Microsoft Office XP**

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Karen S. Fredricks, 2007-10-15 Microsoft Office Live is a service that allows individuals, small businesses and organizations to create Web sites, share documents and have a shared storage area on the Web. Explains how to create a Web site, share documents, contact lists, project plans and calendars, send or receive e-mails using Live Mail and allow customers, employees and vendors access to data based on specific security restrictions. Discusses establishing security levels, sharing documents, defining and managing projects, tracking company assets using the Contact Manager, using marketing campaigns and working with client workspaces. Office Live services can be used independently but they also integrate well with Microsoft Office programs used regularly by more than 400 million people around the world including Microsoft Access, Excel, Outlook, Microsoft Office Live Meeting and Microsoft Office Small Business Edition **Microsoft Office XP**, 2002 Part of the South Western Computer Education Series this text includes features that make learning easy and enjoyable yet challenging for learners. It is ideal for computer courses with learners who have varying abilities and previous computer experiences

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