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Mary V. Campbell, Gabrielle Lawrence



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How to Use Microsoft Word 2000 Sherry Kinkoph, 1999 How to Use presents you with a straightforward visual approach to learning The steps and graphics guide you through every task you ll need to perform in Word 2000 Book jacket

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You Can Teach Online Gary S. Moore, Kathryn Winograd, Dan Lange, 2001 What is online learning What are the advantages of online learning What are the issues on online learning What s in this book for me What is the online environment What are the tools of the trade What are online course delivery platforms Will my teaching style translate the online class room Translating content to online The mechanics of putting your materials online Conducting the class Evaluating the effectiveness of your course

Running Microsoft Office 2000 Premium Michael Halvorson, Michael J. Young, 1999 A one stop reference and user guide to Microsoft Office 2000 Premium Suite The book with its copious screen shots shows users each step they need to make to accomplish their objectives It is loaded with tips from the software experts on how to get the most from the Microsoft Office 2000 Premium Suite

Microsoft Office System Michael J. Young, Michael Halvorson, 2004 Hey you know your way around Microsoft Office so now dig into the 2003 edition and really put your PC to work Covering Microsoft Access Excel FrontPage Outlook PowerPoint Word and new Microsoft Office InfoPath this supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds in concise fast answer format It s all muscle and no fluff Discover the best and fastest ways to perform everyday tasks and challenge yourself to new levels of Office mastery Build on what you already know about Office and quickly dive into what s new Maximize your document s impact with expert formatting graphics and special effects Master your schedule and e mail including sending live attachments and Internet faxes Build better spreadsheets and databases crunch numbers and use powerful data analysis tools Create and deliver compelling multimedia PowerPoint presentations Design and construct a sophisticated Web site Capture and exchange data seamlessly between programs and colleagues using XML InfoPath and SharePoint Team Services Use macros and Microsoft Visual Basic for Applications to customize Office CD features Complete eBook Catalog of select Office resources with links to third party tools and demos Microsoft add ins demos and trials including Insider s Guide to Microsoft Office OneNote eBook Microsoft Computer Dictionary Fifth Edition eBook 10 000 entries A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD For those customers purchasing one of the digital formats in which this book is available we are pleased to offer the CD DVD content as a free download via O Reilly Media s Digital Distribution services To download this content please visit O Reilly s web site search for the title of this book to find its catalog page and click on the link below the cover

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