

Access Free Powerpoint Xp
Teach Yourself Quick Fix

Powerpoint Xp Teach Yourself Quick Fix

*A guide to wireless
computer networks cover*

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*such topics as
installing hardware,
configuring networks,
creating computer-to-
computer networks,
administering wireless
networks, and network*

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security.

*An introduction to
personal computers
covers hardware, input,
output, processing,
storage, multimedia,
portable computers,*

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*operating systems,
application software,
and networks.*

*Showcases Office
essentials while
demonstrating Office
XP's updated features*

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*and explaining how to
customize the programs,
create shortcuts, and
integrate Microsoft
applications.*

*Demonstrates the word
processing program's*

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updated features and explains how to use the software to edit documents, check spelling and grammar, insert tables and graphics, and create a

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Web page.

Microsoft Windows?XP

Teach Yourself Visually

Office XP

*Microsoft Office XP Step
by Step*

Ethically, Effectively,

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Economically

*DDC Learning to Create a
Web Page with Microsoft
Office XP*

**It is not just enough to
have an Internet
connection! With its**

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multi-dimensional applications and world of information, the real excitement is how best you exploit it to your advantage. Whether we want to find educational

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openings abroad, send e-mails to our faraway loved ones, bank online or find research material on any subject, the Internet is the place where we go most

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often. While what we seek is almost surely out there, we do require some understanding of the hardware and software tools that we must use to find what we

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need. Now discover all
this and much more--
with this masterly
guidebook that covers
the essentials without
losing its way in too
many technicalities.

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What the author has put together will surely help you get more enjoyment out of your Web surfing, for fun, for knowledge or for profit. the book covers:

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*World Wide Web

*Operational tips &
tools *Different types
of Net connections

*Search Engines & how to
use them *Games, music &
other entertainment

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options *The best Job,
Travel, News & other
sites *E-mail Etiquette
* Using Internet
Telephony.
Offers advice on using
the business

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presentation software to
create transparencies
and handouts, publish
presentations on the
Internet, and create
timesaving macros.

Learning Microsoft

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Office XP provides readers with a total-immersion, hands-on tutorial that walks them step by step, mouse-click by mouse-click, keystroke by keystroke

Access Free Powerpoint Xp Teach Yourself Quick Fix

through essential
features of Word, Excel,
PowerPoint, and Access.
Designed for readers at
a variety of skill
levels, the well-
illustrated, spiral-

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bound manual contains
easy-to-read,
appealingly formatted
procedural explanations
and step-by-step
exercises in a multi-
part Lesson format. Real-

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life, on-the-job
exercise scenarios make
content immediately
relevant. An
accompanying CD-ROM
includes data files and
a host of other

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resources. Word 2002
(Basic Editing Skills;
Formatting Basics; Using
the Internet and E-mail;
Creating Web Pages;
Creating Tables;
Creating Documents with

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Merge; Creating and
Editing Longer
Documents; Enhancing
Documents and Automating
Tasks). Excel 2002
(Working with Formulas
and Formatting; Working

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**with Functions,
Formulas, and Charts;
Advanced Printing,
Formatting, and Editing;
Advanced Chart
Techniques; Working with
Lookup Functions,**

Access Free Powerpoint Xp Teach Yourself Quick Fix

PivotCharts, and
PivotTables; Internet
and Integration with
Excel). Access 2002
(Working with Tables and
Datasheets; Simplifying
Data Entry with Lookups

Access Free Powerpoint Xp Teach Yourself Quick Fix

and Forms; Find
Information in a
Database; Display
Information with
Reports). PowerPoint
2002 (Editing and
Formatting a

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Presentation; Starting
Up a Slide Show). For
anyone who wants to
develop skills in using
the features of the
various components of
Microsoft Office XP.

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This manual has been designed to provide the necessary knowledge and techniques for the use of Outlook. Particular attention is paid to creating and using

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contact and task lists,
and the creating,
sending and receiving of
email.

Open Learning Publisher
Xp Introductory
Teach Yourself Visually

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Teach Yourself Quick Fix**

Adobe Premiere 6

**Sams Teach Yourself
Microsoft Office XP in
24 Hours**

**Teach Yourself VISUALLY
Microsoft Office**

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PowerPoint 2007

Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you.

Open it up and you' ll find clear,

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step-by-step screen shots that show you how to tackle more than 150 Adobe Acrobat 5 tasks, from creating PDF files, comments, search indexes, and forms to working with Acrobat Distiller, links, JavaScript, and

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document security tools. " I write to extend my thanks and appreciation for your books. They are clear, easy to follow, and straight to the point. I will always buy your books because they are the best." - Seward

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Kollie (Dakar, Senegal) " Your books are extraordinary! I buy them for friends, family, and colleagues." - Christine J. Manfrin (Castle Rock, CO) " Teach Yourself" sidebars offer practical tips and tricks Full-color

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screen shots demonstrate each task Succinct explanations walk you through step by step Two-page lessons break big topics into bite-sized modules

A guide to the business presentation software explains

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how to combine text, animation, video, photographs, sound effects, and narration into a professional-looking presentation.

Demonstrates Office XP tasks, covering installation,

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configuration, file management, and the integration of Office's component applications.

Knowledge of desktop publishing is essential to securing a job as a computer operator or to start your own DTP studio. This 7- in -

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1 book covers CorelDRAW,
Photoshop, PageMaker,
QuarkXPress, MS Publisher,
Corel VENTURA, and Adobe
illustrator, besides necessary
details about basics of printing
and publishing ý all necessary

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components to create high
quality brochures, books, flyers,
newsletters, magazines etc.

Marketing Your Clinical Practice
Simply Visual

Teach Yourself Windows 2000
Professional VISUALLY

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Sams Teach Yourself Microsoft
Office 2007 All in One

The British National Bibliography
**This essential resource provides readers
with the plans and real examples to
market and grow a successful practice.
The guide is filled with practical**

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marketing tips and strategies based around the five components of a successful practice.

With clear, step-by-step directions and practice files, Microsoft Office XP Step by Step offers complete coverage of this best selling productivity suite. The easy to follow lessons enable students to

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quickly and efficiently learn how to use each of the major Office XP applications. A CD included in the book contains practice files tightly integrated with the book's lessons, plus movie-style demonstrations of key procedures

Premiere 6 is Adobe's award-winning digital video editing software. Teach

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Yourself VISUALLY Premiere 6 is the full-color tutorial with clear, concise, jargon-free instructions with over 500 color screenshots throughout. This book is jam-packed with information that goes beyond the basics. You'll find out how to edit digital video in Premiere; create special effects; integrate

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narration, music and/or sound effects with moving images; and create digital video productions out of camcorder movies.

Visually demonstrates the newest features of the Web animation and interactive graphics authoring program, explaining how to add sound effects,

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**innovative interfaces, and musical
tracks to Web sites.**

**Learning Microsoft Office XP
Quick Reference Guide**

Learn Office XP

How Best to Use Internet and Email

**Take Charge of Your Microsoft Office
Programs--faster, Smarter, Better!**

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This total-immersion manual shows readers at a variety of skill levels how to use basic skills in applications such as Word, PowerPoint, Excel, and Access to create and publish lively and attractive Web pages. It provides

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a hands-on tutorial that walks them step by step, mouse-click by mouse-click, keystroke by keystroke through each stage of the Web page development process. The well-illustrated, spiral-bound manual contains easy-

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to-read, appealingly formatted procedural explanations and step-by-step exercises in a Notes/Exercise format. An accompanying CD-ROM contains data files and a Web page album with 50 sample quality Web

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pages. Create a Web Page with Word 2002. Create a Web Page with PowerPoint 2002. Create a Web Page with Excel 2002. Create a Web Page with Access 2002. For anyone who want to develop skill in using various Microsoft Office

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applications (Word, PowerPoint, Excel, and Access) to create Web pages.

Covers new PowerPoint features including how to create presentation slides, dress them up using templates and graphics, add

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sound and animation, and present
in a business or Internet setting
Equips users to present visually
charged, captivating slideshows
Sophisticated, revised full-color
design provides readers with
easier navigation Shows users

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how to make real-world use of
PowerPoint 2007 with highly
visual two-page tutorials and
numbered, step-by-step screen
shots in full color on high-quality
paper

Visually demonstrates Windows'

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most recent upgrade, including files management, configuration, applications, and Internet access Highly-visual and skills-based, this book delivers the steps in a screen-by-screen format. The LEARN.EDU learning system

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represents specific chapter elements and provides users with an effective, logical pedagogy to facilitate their progress through an application. Learn.edu methodology gives quick framework for success in Office

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XP and the series is certified to the core level of Microsoft XP. An introduction to Office XP discusses working with Windows and managing files, common elements in Office XP, and working on the Web. Topics under

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Word 2002 include creating a simple document, editing a document, formatting text, formatting a document, working with tables, using Word utilities, working with non-text elements, and working with other

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documents and the Web. Excel 2002 coverage explains the basics, how to format a worksheet, using formulas, numbers using a chart, integrating Excel with Word and the Internet, editing cells,

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formatting cells and worksheets, and printing workbooks and getting help. Access 2002 material covers getting started, creating a customized database, modifying the structure of a database, retrieving information from your

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database, integrating Access with other applications, forms, reports, and working with other documents and the Web. Finally, PowerPoint 2002 explores learning the basics; working with graphic, audio, and video

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elements; sorting and animating
slides; integrating PowerPoint
with Office and the Internet;
creating tables, c
Forthcoming Books
Faster Smarter Microsoft Office
XP

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Teach Yourself New Tricks
Teach Yourself Visually Windows
XP

Microsoft Office XP 8-in-1

Offers a tutorial showcasing Window's
newest release while reviewing such
Windows basics as installation and

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customization, document and file management, networking, e-mail, and multimedia features.

One Book...All the Answers In just a short time you will be up and running with Microsoft Office 2007, including Word, Excel, PowerPoint, Outlook,

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and OneNote. Using a straightforward, step-by-step approach, each lesson builds upon a real-world foundation, allowing you to learn the essentials of Office 2007 from the ground up. Thorough instructions walk you through the most common tasks and

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show you extra features that make your Office 2007 documents stand apart from the crowd. Notes present interesting pieces of information, extra features you can use, and warnings to protect your data. Tips offer extra advice or teach an easier way to do

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something. Learn how to... Leverage
New Features to Do More Work in
Less Time Master Office 2007's New
Ribbon Use Live Preview to See How
Changes Will Affect Your Documents
Create Online Web Pages from Your
Office Documents, Worksheets, and

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Presentations Apply a Consistent
Theme to All Your Documents,
Worksheets, and Presentations Format
Word Documents to Grab Attention
Without Taking Away from the
Message You Want to Convey Perform
Mail Merging with Ease Set Up

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Powerful Worksheet Page Formats
Drop Audio and Video into Your
PowerPoint Presentations Organize
Your Email to Work Smarter Locate
Outlook Contacts on a Global Map
Maximize Note Taking with OneNote
Part I: Introducing Microsoft Office

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2007 1 Chapter 1: Start Here 3 PART
II: Writing with Word 29 Chapter 2:
Learning Word's Basics 31 Chapter 3:
Making Your Words Look Good 69
Chapter 4: Adding Lists, Tables, and
Graphics 107 Chapter 5: Using Word's
Advanced Features 147 PART III:

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Working with Excel Worksheets 201
Chapter 6: Getting to Know Excel 203
Chapter 7: Working with Excel Data
243 Chapter 8: Formatting Worksheets
with Excel 273 Chapter 9: Creating
Advanced Worksheets 303 Chapter 10:
Using Excel as a Simple Database 329

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PART IV: Impressing Audiences with
PowerPoint 347 Chapter 11: Learning
About PowerPoint 349 Chapter 12:
Adding Flair to Your Presentations 371
Chapter 13: Making More Impressive
Presentations 393 PART V: Organizing
with Outlook 429 Chapter 14:

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Introducing Outlook 431 Chapter 15:
Making Contact 475 Chapter 16:
Living with Outlook 497 PART VI:
Enhancing Your Work with Other
Office Features 517 Chapter 17:
Making Notes with OneNote 519
Chapter 18: Automatic Office 541

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Chapter 19: Sharing Data Among Office Applications 563 Chapter 20: Combining Office and the Internet 581 Showcases Office 10's updated features while demonstrating Office basics and explaining how to organize documents and data, create Web pages, send

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email, and add special effects to business presentations.

Windows XP can be a great tool, but it is all too easy to trip over Windows XP's annoying traits more often than you leverage its productivity. Windows XP power-users troll online resources,

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documentation, and the expertise (or lucky finds) of friends for valuable tips and tricks--a keyboard shortcut here, an undocumented double-click there--to eliminate annoyances, save time, and take control of their Windows XP. But what if there was an easier way?This

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new book presents literally hundreds of problems and solutions, amazing power tips, cool tricks, and clever workarounds in one clearly organized, easy to use, and portable resource.

Truly insightful and amusing,
Windows XP Power Hound gives

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Windows XP users practical hints for everything from the desktop to Office programs to the registry, and includes documented (but little-known) tips as well as previously undocumented tricks. Windows XP Power Hound moves far beyond mere productivity

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and explores what's possible with Windows XP--including cool things you probably never thought of doing. An understanding of Windows XP basics will get the job done. But discovering the most useful I didn't know that! tips and shortcuts will make

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using Windows XP a far richer and less frustrating experience. The practical, concise format of Windows XP Power Hound makes it easy to dip into for a quick tip from time to time; the warm, jargon-free tone makes it easy to read cover to cover. Anyone who wants to

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smooth out Windows XP's speed bumps and get some serious speed to accelerate through the bottlenecks will find that even a handful of these useful, to-the-point tips will make Windows XP Power Hound worth its weight in chocolate.

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Teach Yourself Visually E-commerce
with FrontPage

Teach Yourself VISUALLY

PowerPoint 2003

Microsoft Office PowerPoint 2007

Visual Quick Tips

Microsoft Office XP for Windows

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Teach Yourself Visually Word 2002
Sams Teach Yourself Microsoft Office
Word 2003 in 24 HoursSams
Publishing

These books are highly-visual and
skills-based, delivering the steps in a
screen-by-screen format. The
LEARN.EDU learning system

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represents specific chapter elements and provides users with an effective, logical pedagogy to facilitate their progress through an application. Learn.edu methodology gives quick framework for success in Office XP and the series is certified to the core level of Microsoft XP. Coverage

Access Free Powerpoint Xp Teach Yourself Quick Fix

includes creating a simple document in Word, learning the basics of Excel, getting started with Access, and learning the basics of PowerPoint. For users of Microsoft Office Professional 2002.

A step-by-step guide to using PowerPoint 2007, with details on all

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aspects of the program used for creating professional presentations. Explaining how to create a variety of custom solutions with Microsoft Office XP, this helpful handbook offers detailed instructions on how to use VBA with the various shared components of Office XP--Word,

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Excel, Access, Powerpoint, Outlook,
and FrontPage--to construct real-
world Office applications for both the
Web and corporate intranets.

Original. (Advanced)

Sams Teach Yourself Microsoft Office
Word 2003 in 24 Hours

Teach Yourself Visually Adobe

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Acrobat 5 PDF

Office XP Development with VBA

Rapidex Dtp Course

Learn PowerPoint 2002

Comprehensive

This title is designed
precisely for the beginning-

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level user--somebody who doesn't want to become an Office expert but just wants to get productive as quickly and as smoothly as possible. Written by an expert in the field who is familiar with

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what actual users need to know about Office, the book details the best tools, shortcuts, and ways to accomplish the most common tasks in Office, and avoids the little-used

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features.

Learning How to Use
Windows XP Has Never Been
Easier! This highly illustrated
introduction to the latest
release of Windows XP is
packed with easy-to-follow

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lessons that make learning simple. Just follow the screens and instructions, step by step, and you'll understand the most essential and frequently used features of Windows XP

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Professional and Windows XP Home Edition. If you want to explore beyond the basics, you'll find tips on customizing your computer, setting up a home network, and much more. Master all

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the fundamental skills,
including: Navigating and
managing files and folders
Installing and running
programs with Windows XP
Working with photographs
and still images Playing with

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music and videos

Customizing the look and
function of Windows XP

Setting up a home network

Connecting your computer to
the Internet Exploring the
web Communicating online

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Customizing your online
experience Optimizing
system performance
Safeguarding and
troubleshooting your system
Installing new hardware
From crunching numbers to

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creating dynamic Web pages, now you can do the everyday—and the extraordinary—faster, smarter, and better. Dive in! This friendly, high-energy guide makes it easy to teach

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yourself exactly what you need. Use the quick lists, numbered steps, and helpful examples to accelerate your productivity with Office XP—and move on to doing the cool things you want to

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do! Manage your e-mail and
calendar with Microsoft
Outlook® Expand your
Microsoft Word power Create
captivating Microsoft
PowerPoint® presentations
Make numbers and charts

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tell the story with Microsoft
Excel Construct your own
Web site with Microsoft
FrontPage® Make data work
harder for you with Microsoft
Access Learn everyday
troubleshooting techniques

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A beginner's guide to the latest version of the Quicken financial management software uses a visual approach to teach readers how to set up and track checking and savings

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accounts, manage personal investments, pay bills online, track credit card debt, and develop a short- and long-term financial plan to suit individual needs. Original. (Beginner)

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Microsoft Office XP
PowerPoint 2002
Learn PowerPoint 2002
Teach Yourself Visually
Wireless Networking
Windows Me Millennium
Edition Simplified

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Teach Yourself Visually
Macromedia Flash MX 2004
***A visual guide to Windows ME
basics explains how to
create documents and
pictures, manipulate and
view files, configure the***

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*system, work with a network,
browse the Web, and send and
receive e-mail.*

*Provides step-by-step
instructions on creating an
e-commerce Web site using
Microsoft FrontPage 2002.
For courses in Microsoft*

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PowerPoint 2002. This text is highly-visual and skills-based, delivering the steps in a screen-by-screen format. Learn.edu methodology gives quick framework for success in Office XP and the series is

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*certified to the core level
of Microsoft XP.*

*Experience learning made
easy—and quickly teach
yourself how to use the
complete suite of Microsoft®
Office XP applications. With
STEP BY STEP, you can take*

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*just the lessons you need or
work from cover to cover.
Either way, you drive the
instruction-building and
practicing the skills you
need, just when you need
them! WORD: Create and
publish great-looking*

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documents quickly and easily
**EXCEL: Develop easy-to-use
spreadsheets and perform
calculations ACCESS: Build
your own databases for
better decision making**
**POWERPOINT®: Produce and
deliver compelling**

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***presentations FRONTPAGE®:
Get yourself—or your
company—on the Web fast by
constructing your own site
PUBLISHER: Create
professional-quality
marketing materials—without
being a designer OUTLOOK®:***

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*Manage your e-mail
communications and calendar
Sams Teach Yourself
Microsoft Office PowerPoint
2003 in 24 Hours
Windows XP Power Hound
Learn Getting Started with
Office XP*

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Easy Quicken 2004 Computers Simplified

A guide to Microsoft Word covers such topics as formatting, using columns, adding images, and integration with other software.