



Learning Microsoft Office XP

By Weixel

BPB Publications, 2002. Softcover. Condition: New. First edition. Learning Microsoft(R) Office XP "through Applications & Exercises" "From Beginner to Expert--The Skills YOU Need in the Workplace" Each lesson contains short exercises designed for using Office XP in real-life business settings. Exercises include key terms, concise notes, conceptual descriptions of the Office features, and hands-on mouse and keystroke procedures. Exercise Directions offer step-by-step instructions to put the students` skills to work. "Word, Excel, Access, PowerPoint--And How to Use Them Together" All Office applications can be used separately or integrated to create sophisticated professional-looking documents. Use Word to create letters, memos, reports, and Web pages. Track financial data and create charts and graphs with Excel. Use Access to store, retrieve, and report on information. Develop multimedia presentations with PowerPoint. "Bonus Items on the CD-ROM" "Data Files" - Students do less typing and more application. "Additional Lessons, Typing Tests with Automatic Scoring, and Keyboarding Course" - Learn basic Office XP skills and develop advanced skills using more complex Office features. - Keyboarding course helps those new to typing or in need of skill-building drills. "Learn Business and Financial Terms" - CD-ROM includes a glossary of terms used in the exercises, the workplace, and...

DOWNLOAD



READ ONLINE

[4.58 MB]

Reviews

Simply no phrases to spell out. It is probably the most remarkable pdf i have got read through. I am delighted to inform you that this is actually the greatest publication i have got read within my very own existence and can be he very best book for actually.

-- **Demarcus Ullrich**

This publication may be worth purchasing. I am quite late in start reading this one, but better then never. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- **Cassandra Von**