



Discovering Microsoft Office 97

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Discovering Microsoft Office 97

Robert T. Grauer, Maryann Barber



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Exploring Microsoft Office 97 Preview Robert T.

Grauer, Maryann M. Barber, 1997

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Volume 1 contains the introductory chapters for each application as well as supplementary modules on Internet Explorer and Windows 95. It is designed for the instructor who seeks to cover the basics of all Office applications in a single course but who does not need the extensive coverage that is provided in the individual books. Volume 2 consists of the advanced chapters for each application and was developed for the rapidly emerging second course in PC applications. Pref

Exploring Microsoft Access 97 Robert T. Grauer, Maryann M. Barber, 1998. For any course teaching application software using Microsoft Office 97 applications. This book will appeal to students in a variety of disciplines including liberal arts, business, and the sciences. All books in this series offer consistent presentation, common design, pedagogy, writing style, and level. Concepts as well as key strokes are emphasized. Hands-on exercises in every lesson provide just the right amount of practice time. This best-selling author team's hands-on approach and conceptual framework helps students master important concepts as well as the features of the powerful Office 97 applications. *Discovering Microsoft Office 2000*, 1999

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Woody Leonhard Teaches Microsoft Office 97 Woody Leonhard, 1998. Office guru and expert author Woody Leonhard teaches the average users what they need to know about Office. The author writes a 50,000 subscriber newsletter and is an editor with frequent columns in both PC Computing and Office Computing. *Microsoft Office 97* Gary B. Shelly, Thomas J. Cashman, 1997. *Discover Office 97* Shelley O'Hara, Denise B. Vega, Julia Kelly, 1997-03-31. *Discover Office 97*. This practical guide offers a fast and easy way to learn the most popular office productivity tool around. Learn Office 97 with simple step-by-step instructions backed by real-world examples. From editing text in Word to creating a smashing PowerPoint slide show, you'll feel like a pro with

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