

Domine Microsoft®
OFFICE Professional
Edición 2003, 2002 y 2000



Francisco Pascual



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Domine Microsoft Office Profesional 2003 2002 2000

Steve Sagman, Stephen W. Sagman



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Domine Microsoft Office Professional Francisco Pascual González, 2004 Las aplicaciones que monopolizan nuestro trabajo electrónico cotidiano son mayoritariamente aquellas que se encuentran reunidos en Office Procesador de textos Word Hoja de cálculo Excel Base de datos Access Sistema de presentaciones PowerPoint Organizador y agenda Outlook Sistema de autoedición Publisher Creación y mantenimiento de formularios InfoPath Actualmente todos estos programas marcan un estándar dentro de las aplicaciones en las que se emplean Este libro le ofrece un completo manual con el que podrá aprender a manejarlos con fluidez en cualquiera de sus tres últimas versiones 2003 2002 y 2000 Los temas están escritos con un lenguaje sencillo con el propósito de que todo su contenido esté al alcance de cualquier usuario independientemente de que tenga o no experiencia previa en informática Su lectura capítulo a capítulo le irá instruyendo en los detalles del manejo de este sistema de la compañía Microsoft La obra contiene un CD ROM que hará las delicias del lector autodidacta ya que incluye una gran variedad de ejercicios detallados dos manuales en formato digital y otros archivos complementarios que le permitirán consultar los resultados para que pueda practicar por su cuenta **Bibliografía española**, 2004 [Críticas](#), 2004 **Special Edition Using Microsoft Office 2003** Ed Bott, Woody Leonhard, 2005 Although Microsoft goes to some pains to hide it Office 2003 has a split personality The gnomes of Redmond toil feverishly to deliver features aimed at helping connect information workers to expensive and complex corporate servers They're just following the money Most of the revenue in the Office division comes from corporate customers Microsoft sells Office desktop licenses by the tens of thousands to corporations which then take their own sweet time to deploy the software As of last July nearly a year after the release of Office 2003 Information Week cited Microsoft estimates that about a third of its Office installed base was running Office XP and an even higher percentage were running Office 2000 and even Office 97 Although the majority of its corporate customers have purchased licenses for Office upgrades that entitle them to use Office 2003 they're still using older versions and many have no firm plans to switch to the most recent version Meanwhile the least heralded edition of Office 2003 has crept to the top of the sales charts and stayed there In its most recent report covering the end of February NPD Techworld reported that Office 2003 Student and Teacher Edition is the 1 best selling software program in the Business category The Office 2003 Professional upgrade was 4 On the All Categories list Office 2003 Student and Teacher Edition is the only productivity program to make the top 10 **Microsoft Office 2003 in 10 Simple Steps or Less** Michael Desmond, 2003-11-10 If you are looking to perform specific activities in Microsoft Office 2003 fast then this book is for you whether you're new to Microsoft Office or you're just upgrading to the 2003 version This comprehensive guide delivers the answers you need with clear easy to follow instructions for more than 250 key Microsoft Office 2003 tasks that cover everything from adding formulas in Excel to managing contacts in Outlook to graphing data and building presentations Each task is presented in ten quick steps or less on easy to navigate pages with lots of screen shots and to the point directions to

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