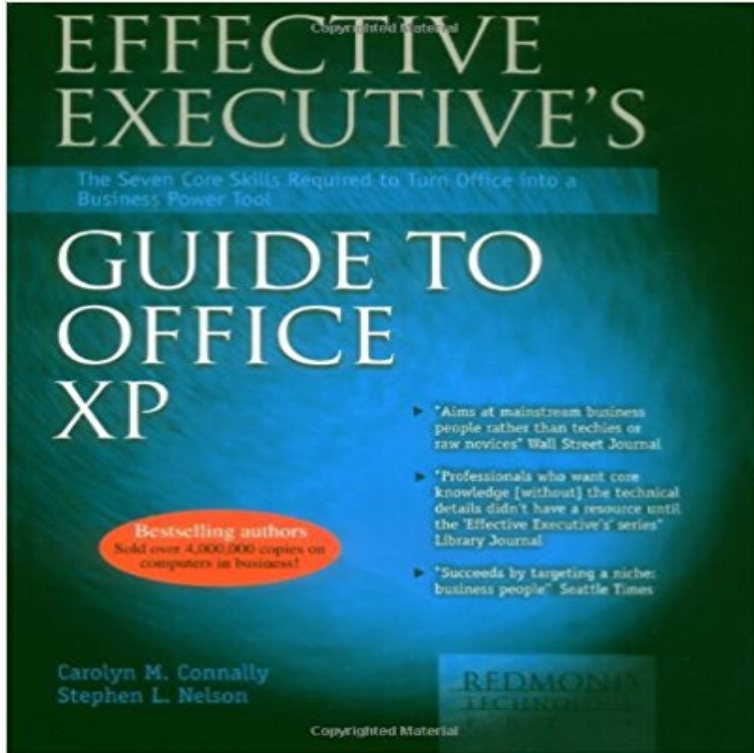


Effective Executives Guide to Microsoft Office XP



Written in nontechnical language, this guide is a fast-paced tutorial for business, organizational, and governmental users of Office 2002. Office 2002 users will benefit because this book focuses on using these programs productively, and does not get mired down in overly technical details about the programs themselves. While it briefly lists the products features, the book offers advice about how to use Office 2002 effectively for business and also features two appendixes of shortcuts and tips for installing and customizing Office for maximum productivity.

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