

Projects for Office 2000, Microsoft Certified Edition, Revised Edition



The SELECT Lab Series uses a highly visual, project-based approach that teaches readers through tasks supported by step-by-step instruction, and extensive 4-color figures that guide learners through the basic skills and procedures necessary to demonstrate proficiency using each software application. The content of this book is driven by the Microsoft Office User Specialist (MOUS) guidelines. Users work through step-by-step instructions in three projects designed to integrate files and data among Word, Excel, Access, and PowerPoint. For anyone interested in becoming more proficient in Microsoft Office.

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