



## Office XP For Dummies: Quick Reference

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By Doug Lowe

John Wiley & Sons Inc. Paperback. Book Condition: new. BRAND NEW, Office XP For Dummies: Quick Reference, Doug Lowe, You certainly get your money's worth with Office XP. In one convenient bundle, you get a world-class word processor (Word 2002), a spreadsheet program (Excel 2002), a presentation program (PowerPoint 2002), an e-mail program (Outlook 2002), and a database program (Access 2002). Plus, you get a grab-bag of other useful programs. What a bargain! With its plethora of features and commands, you may not know where or how to start using Office XP effectively. With Office XP For Dummies Quick Reference in hand, you'll find yourself zipping around in Office XP in no time. This handy guide is right for you if You've just upgraded to Office XP You currently use one of these versions of Microsoft Office XP: Standard Edition, Small Business Edition, Professional Edition You already use Office XP and want to know more about its advanced features You want quick, accessible answers to questions about Office XP Office XP has tried to make your experience among the various Office programs as consistent as possible -- from using dialog boxes and toolbars to starting or navigating a program. But...



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