



Microsoft Office 2000 Professional: Fast and Easy

By F. Wempen

BPB Publications, 2000. Softcover. Book Condition: New. First edition. Synopsis Tells how to master the basics of six programs that make up Microsoft Office Professional, and also covers Microsoft's web browser, Internet Explorer. Material is presented in visual format, with two screen shots on every page and margin notes with brief instructions and explanations. Includes appendices on installation and keyboard shortcuts. Table of Contents Introduction PART I INTRODUCING MICROSOFT OFFICE Welcome to Office 2000 Choosing Commands Getting Help with Office Managing Files Working with Multiple Windows PART II WORD 2000 Getting Started with Word 2000 Editing Text Working with Pages Arranging Text on a Page Using Fonts Effectively Using Text Editing Tools Working with Tables Working with Paragraph Styles Discovering Templates Adding Headers and Footers PART III EXCEL 2000 Welcome to Excel 2000 Editing Worksheets Using Formulas and Functions Navigating Your Worksheets Sorting and Filtering Data Exploring Print Options Formatting Text Formatting Numbers and Cells Generating a Chart Formatting Your Chart PART IV OUTLOOK 2000 Welcome to Outlook 2000 Finding Your Way in Outlook Reading and Responding to Messages Creating and Sending New Messages Using the Address Book Viewing Your Calendar Scheduling Appointments Creating New Contacts Working with Contacts Creating Tasks...

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