Microsoft Office XP Complete

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Microsoft Office XP Complete

Microsoft Office XP Complete
Microsoft Office XP Complete is a one-of-a-kind book--valuable both for its broad content and its low price. The book will teach you everything you need to know about the latest upgrade to the world's best-selling office suite.

With Microsoft Office XP Complete you'll quickly take advantage of all that Office XP has to offer. Create Word documents, crunch numbers in Excel, use Outlook to keep up with your contacts, make effective PowerPoint presentations, and get acquainted with Access databases. Learn how to use Office XP's Web publishing tools and take advantage of new features like handwriting and speech recognition. Go beyond Office XP with an extensive reference to Windows XP and a guide to troubleshooting your PC.

Microsoft Office XP Complete introduces you to the work of some of Sybex's finest authors, so you'll know where to go to learn even more about this popular suite of programs.

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