

Quick Course[®]

in Microsoft

Office xp

Training Edition

Fast-track training[®] for busy people

approx. 300 pages, 8" x 10"
\$27.95
ISBN 1-58278-075-7

Online Training
Solutions, Inc.

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After an overview of Microsoft Office XP, you write a letter in Word while learning the techniques used in all the applications for creating and saving files, giving instructions, applying formatting, editing text, printing, and getting help.	
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You learn how to simplify typing by using AutoText and AutoCorrect. You also learn Word-specific editing techniques and how to organize documents in outline view. Then you search for and replace text and check your document's spelling.	
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You explore Word's built-in templates for creating common business documents, and then you combine two documents to demonstrate some of Word's formatting capabilities, including styles. Finally, you create and format a table.	
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	We discuss how to recycle documents from one application to another and how to use tools that are common to all the applications. Then you take a look at the Web publishing capabilities available with Office XP.	
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