Microsoft Office 2003 Killer Tips

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Microsoft Office 2003 Killer Tips Kleber Stephenson

Roman Wölfel

Microsoft Office 2003 Killer Tips Kleber Stephenson:

Microsoft Office 2003 Killer Tips Kleber Stephenson, 2004-07-20 Of course you have Microsoft Office running on your desktop more than 95 percent of business users do However if you re like most of these users you probably don t know how to employ all of Office's apps effectively and efficiently For Office 2003 users this book is the answer By trading lengthy tutorials for to the point tips focusing on hidden features and productivity tricks this volume promises to transform you from a plodding Office user into a proficient one If you re a veteran Office user you ll be amazed to find out how much your didn t know about your favorite app and if you re new to Office you ll be able to ramp up fast thanks in both cases to a logical organization that lets you browse the appropriate sections to find just the tips that interest you Best of all you ll find a wealth of tips most of them illustrated about all that s new in Office 2003 better change tracking and annotation tools in Word a redesigned Outlook the new applications OneNote for note taking and Info Path and more **Microsoft Windows XP and Office Killer Tips Collection** Kleber Stephenson, 2012-03-07 This set includes Microsoft Office 2003 Killer Tips Of course you have Microsoft Office running on your desktop more than 95 percent of business users do However if you re like most of these users you probably don t know how to employ all of Office s apps effectively and efficiently For Office 2003 users this book is the answer By trading lengthy tutorials for to the point tips focusing on hidden features and productivity tricks this volume promises to transform you from a plodding Office user into a proficient one If you re a veteran Office user you ll be amazed to find out how much your didn t know about your favorite app and if you re new to Office you ll be able to ramp up fast thanks in both cases to a logical organization that lets you browse the appropriate sections to find just the tips that interest you Best of all you ll find a wealth of tips most of them illustrated about all that s new in Office 2003 better change tracking and annotation tools in Word a redesigned Outlook the new applications OneNote for note taking and Info Path and more Windows XP Killer Tips Time is money And a lot of Windows XP users find themselves trying to save time by skimming through larger computer books in order to pull out the useful nuggets of info that are often placed within what we call sidebars i e those Note Tip Warning boxes The Killer Tips series was developed by Scott Kelby because he recognized how useful technology users find those cool I didn t know THAT sidebars that are peppered all over the other computer books out there Windows XP Killer Tips is all about speed showing XP users how to get more work done faster while actually increasing quality The whole concept is to help make you faster and more productive than ever using Windows XP The Windows **Vista Book** Matt Kloskowski, Kleber Stephenson, 2010-04-07 With so many books out there on Windows Vista what makes this one better and different is its focus While other Vista books can regularly be 500 or more pages this book cuts through all the technical jargon and gives you exactly what you want the most important most requested and just plain coolest things about Vista that will change the way you work on your PC Each page covers just one topic complete with full color photos and screenshots making it easy to find what you re looking for fast You ll learn how to take advantage of Vista's newest

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