



Office 2000: The Complete Reference

By Stephen L. Nelson

Download now

Read Online 

Office 2000: The Complete Reference By Stephen L. Nelson

The #1 Office Suite extends desktop productivity to the Web--allowing users to streamline work, collaborate with others, and manage information easier than every before! Unique "Office 2000 At-a-Glance" pages reveal expert tips and techniques. Complete coverage of the entire suite, program by program, including Access, Outlook, Explorer, and Publisher. Bonus CD-ROM includes hundreds of exam questions covering all the material on the MOUS exam, and a fully hyperlinked electronic book, templates, samples, and shareware programs.

 [Download Office 2000: The Complete Reference ...pdf](#)

 [Read Online Office 2000: The Complete Reference ...pdf](#)

Office 2000: The Complete Reference

By *Stephen L. Nelson*

Office 2000: The Complete Reference By Stephen L. Nelson

The #1 Office Suite extends desktop productivity to the Web--allowing users to streamline work, collaborate with others, and manage information easier than ever before! Unique "Office 2000 At-a-Glance" pages reveal expert tips and techniques. Complete coverage of the entire suite, program by program, including Access, Outlook, Explorer, and Publisher. Bonus CD-ROM includes hundreds of exam questions covering all the material on the MOUS exam, and a fully hyperlinked electronic book, templates, samples, and shareware programs.

Office 2000: The Complete Reference By Stephen L. Nelson Bibliography

- Rank: #7095056 in Books
- Published on: 1999-05-01
- Original language: English
- Number of items: 1
- Dimensions: 8.80" h x 1.54" w x 7.00" l,
- Binding: Paperback
- 1040 pages

 [Download Office 2000: The Complete Reference ...pdf](#)

 [Read Online Office 2000: The Complete Reference ...pdf](#)

Download and Read Free Online Office 2000: The Complete Reference By Stephen L. Nelson

Editorial Review

Amazon.com Review

If you're aiming for Microsoft Office User Specialist (MOUS) certification or just want to make your workday more productive, *Office 2000: the Complete Reference* will work wonders for you. Comprehensive, well illustrated, and intelligently organized, it offers the information you need whether you're writing reports, adding to your database, or scheduling your day. Best of all, it has a large section on integrating the different components of Office, as the 2000 versions have been optimized for working together.

Author Stephen L. Nelson cuts through much of the nonsense of other guidebooks and concentrates on the "best possible way" to complete each task simply and efficiently. This philosophy eliminates much of the confusion found elsewhere by authors who try to explain too much.

The accompanying CD-ROM contains templates and samples referenced in the text, as well as some useful preparatory software made for MOUS certification. The thin coverage of FrontPage presents a potentially serious omission. If you do not plan to publish on the Web, or if you intend to get a FrontPage-specific manual, this shouldn't affect you. Overall, this is an outstanding package of instruction and reference for the intermediate Microsoft Office user. --*Rob Lightner*

Review

If you're aiming for Microsoft Office User Specialist (MOUS) certification or just want to make your workday more productive, *Office 2000: the Complete Reference* will work wonders for you. Comprehensive, well illustrated, and intelligently organized, it offers the information you need whether you're writing reports, adding to your database, or scheduling your day. Best of all, it has a large section on integrating the different components of Office, as the 2000 versions have been optimized for working together. Author Stephen L. Nelson cuts through much of the nonsense of other guidebooks and concentrates on the "best possible way" to complete each task simply and efficiently. This philosophy eliminates much of the confusion found elsewhere by authors who try to explain too much. The accompanying CD-ROM contains templates and samples referenced in the text, as well as some useful preparatory software made for MOUS certification. The thin coverage of FrontPage presents a potentially serious omission. If you do not plan to publish on the Web, or if you intend to get a FrontPage-specific manual, this shouldn't affect you. Overall, this is an outstanding package of instruction and reference for the intermediate Microsoft Office user. --*Rob Lightner* -
-Sources

If you're aiming for Microsoft Office User Specialist (MOUS) certification or just want to make your workday more productive, *Office 2000: the Complete Reference* will work wonders for you. Comprehensive, well illustrated, and intelligently organized, it offers the information you need whether you're writing reports, adding to your database, or scheduling your day. Best of all, it has a large section on integrating the different components of Office, as the 2000 versions have been optimized for working together. Author Stephen L. Nelson cuts through much of the nonsense of other guidebooks and concentrates on the "best possible way" to complete each task simply and efficiently. This philosophy eliminates much of the confusion found elsewhere by authors who try to explain too much. The accompanying CD-ROM contains templates and samples referenced in the text, as well as some useful preparatory software made for MOUS certification. The thin coverage of FrontPage presents a potentially serious omission. If you do not plan to publish on the Web, or if you intend to get a FrontPage-specific manual, this shouldn't affect you. Overall, this is an outstanding package of instruction and reference for the intermediate Microsoft Office user. --*Rob Lightner* -
-Sources

If you're aiming for Microsoft Office User Specialist (MOUS) certification or just want to make your workday more productive, Office 2000: the Complete Reference will work wonders for you. Comprehensive, well illustrated, and intelligently organized, it offers the information you need whether you're writing reports, adding to your database, or scheduling your day. Best of all, it has a large section on integrating the different components of Office, as the 2000 versions have been optimized for working together. Author Stephen L. Nelson cuts through much of the nonsense of other guidebooks and concentrates on the "best possible way" to complete each task simply and efficiently. This philosophy eliminates much of the confusion found elsewhere by authors who try to explain too much. The accompanying CD-ROM contains templates and samples referenced in the text, as well as some useful preparatory software made for MOUS certification. The thin coverage of FrontPage presents a potentially serious omission. If you do not plan to publish on the Web, or if you intend to get a FrontPage-specific manual, this shouldn't affect you. Overall, this is an outstanding package of instruction and reference for the intermediate Microsoft Office user. --Rob Lightner - Sources

From the Back Cover

The Ultimate Guide to the Best-Selling Office Suite!

Expand the power of the #1 integrated software suite with help from the best, most comprehensive guide available - Office 2000: The Complete Reference. Packed with insider tips and expert techniques for getting the most out of Office 2000, this definitive resource covers every component of the suite - Word, Excel, PowerPoint, Outlook, Internet Explorer, Access, and Publisher - in full detail. PLUS, you'll learn to save time and increase productivity by running the programs as an integrated unit.

Inside, you'll find out how to:

- Lay out and format Word Documents
- Create number-crunching Excel spreadsheets with Chart Wizards and PivotTables
- Develop dynamic, easy-to-use PowerPoint presentations
- Send and receive e-mail and manage your contact information in Outlook
- Access the Web from your desktop using Internet Explorer
- Use Publisher to produce professional-looking, graphically enhanced publications
- Set up an Access database that can generate reports and mailing labels
- Publish any of your Office documents on the Web easily.

Users Review

From reader reviews:

Edward Schanz:

In other case, little men and women like to read book Office 2000: The Complete Reference. You can choose the best book if you love reading a book. So long as we know about how is important any book Office 2000: The Complete Reference. You can add expertise and of course you can around the world with a book. Absolutely right, simply because from book you can recognize everything! From your country till foreign or abroad you will find yourself known. About simple thing until wonderful thing you could know that. In this era, we can easily open a book or maybe searching by internet gadget. It is called e-book. You may use it when you feel bored to go to the library. Let's learn.

Daniel Hartung:

What do you with regards to book? It is not important to you? Or just adding material if you want something to explain what yours problem? How about your time? Or are you busy person? If you don't have spare time to do others business, it is make you feel bored faster. And you have extra time? What did you do? All people has many questions above. They have to answer that question mainly because just their can do this. It said that about publication. Book is familiar in each person. Yes, it is proper. Because start from on guardería until university need this Office 2000: The Complete Reference to read.

James Smith:

Reading a e-book can be one of a lot of task that everyone in the world really likes. Do you like reading book consequently. There are a lot of reasons why people enjoy it. First reading a publication will give you a lot of new details. When you read a e-book you will get new information because book is one of various ways to share the information or maybe their idea. Second, reading a book will make anyone more imaginative. When you examining a book especially tale fantasy book the author will bring one to imagine the story how the personas do it anything. Third, you may share your knowledge to some others. When you read this Office 2000: The Complete Reference, you can tells your family, friends and also soon about yours e-book. Your knowledge can inspire different ones, make them reading a guide.

Kathleen Dominguez:

What is your hobby? Have you heard in which question when you got students? We believe that that question was given by teacher to the students. Many kinds of hobby, Everyone has different hobby. And you also know that little person like reading or as examining become their hobby. You should know that reading is very important in addition to book as to be the matter. Book is important thing to increase you knowledge, except your own teacher or lecturer. You get good news or update about something by book. Different categories of books that can you choose to use be your object. One of them is actually Office 2000: The Complete Reference.

**Download and Read Online Office 2000: The Complete Reference
By Stephen L. Nelson #AJ0KPUGXQT7**

Read Office 2000: The Complete Reference By Stephen L. Nelson for online ebook

Office 2000: The Complete Reference By Stephen L. Nelson Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Office 2000: The Complete Reference By Stephen L. Nelson books to read online.

Online Office 2000: The Complete Reference By Stephen L. Nelson ebook PDF download

Office 2000: The Complete Reference By Stephen L. Nelson Doc

Office 2000: The Complete Reference By Stephen L. Nelson Mobipocket

Office 2000: The Complete Reference By Stephen L. Nelson EPub

AJ0KPUGXQT7: Office 2000: The Complete Reference By Stephen L. Nelson