

Microsoft

# Office 2000

*Advanced Course*



# Office 2000 Advanced Course

**Online Press, Inc**



## **Office 2000 Advanced Course:**

*Microsoft Office 2000 Advanced Course* Sandra Cable, Connie Morrison, 2000      *Excel 2000 Advanced Course* Labyrinth Publications, Incorporated, Russel Stolins, 2001      **Microsoft Office 2000 Introductory Course** William Robert Pasewark, 2000      *Office 2000* Deborah Hinkle, 1999-08 *Office 2000 Advanced Course* from Glencoe's Professional Approach Series equips students with the skills needed to successfully use Microsoft Office An extensive array of exercises teaches and challenges students while illustrations of screens and the accompanying icons help them to follow instructions for hands on practice Students gain real world experience by performing many of the same tasks required in business settings A comprehensive instructional package allows instructors to tailor the program to teaching styles lab needs student objectives and student learning styles      *Advanced Microsoft Office 2000* Meredith Flynn, 2000      **Microsoft Advanced Office 2000** Timothy J. O'Leary, Linda I. O'Leary, 1999 The O'Leary Series emphasizes the learning by doing approach by combining conceptual coverage with detailed software specific instructions Each lab manual provides a new running case study based on realistic business scenarios that leads the student step by step from problem to solution The Advanced Office text is a Core Level MOUS Certified book that includes all of the Introductory level O'Leary Office content      South-Western Microsoft Office 2000 Curriculum Guide Reidel, 1999-05-28 This Curriculum Guide is a supplementary instructional tool designed for users of South Western texts about Microsoft Office 2000 This guide provides all the information necessary for a complete curriculum for this popular suite of applications Different areas covered include Word Excel Access PowerPoint Outlook FrontPage and Publisher Three different series are covered as curriculums South Western series QuickTorial series and the Napier and Judd series Users will also find the basic facts about Microsoft Office User Specialist MOUS certification

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