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and 97 It doesn't cover Office in general and wouldn't be appropriate for an end user who had never used an Office application before. A primarily visual style is featured to show 4 x 95 and 97 screen shots and features simultaneously across two page spreads. **Books in Print**, 1991. The Cumulative Book Index, 1999. **Migrating to Microsoft Office 2000** Laura Stewart, 2000. Readers with a working knowledge of Office are introduced to the important changes and new features of Office 2000 aided by visual comparisons to earlier versions on two page spreads. The book focuses on common areas such as printing and file management and the changes in Word, Excel, and Outlook with limited coverage of PowerPoint and Access.

American Book Publishing Record Cumulative 1998 R R Bowker Publishing, 1999-03. *Microsoft Office 97 User Manual* Rick Winter, 1998. Microsoft Office 97 User Manual picks up where other user manuals fall short by providing detailed documentation of Office's many commands, dialog boxes, buttons, toolbars, and more. Here you'll find documentation for the many complex tools found in Word, Excel, PowerPoint, and Outlook. 98 features all organized by menu. **Microsoft Word 97 : Quick Reference Guide** Nevada Learning Series Inc, 1998. **Forthcoming Books** Rose Arny, 1999. PC Magazine, 1998-05-05. *Complete Idiot's Guide to Microsoft Office 2000* Joe Kraynak, 1999. Shows how to use each component of Microsoft Office and offers advice on creating documents, spreadsheets, databases, graphics, and presentations.

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