



Important **Microsoft Office** skills in the workplace

- Creating and formatting documents
- Presenting data through tables, graphs, and charts
- Executing formulas
- Delivering attractive and informative presentations
- Using proofreading and editing tools
- Inserting multimedia elements
- Task delegation and assignment on Outlook
- Integrating calendars and schedules
- Printing
- Using other Office applications with Access

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Microsoft Office 2000 Online Press, Inc,1999 This easy to use approachable guide provides fast paced to the point tutorials and learning exercises for quickly grasping application basics and building proficiency Designed for the beginning to intermediate student the book can be used for self training and instructor led classes focusing on using the computer to get specific tasks done at home or at work Training Continuum for Civil Service Employees ,2004 Microsoft Office 2000

Gary B. Shelly,Cashman,Vermaat,2000-06 Part of the highly successful Shelly Cashman Series this brief text offers a screen by screen step by step approach to learning basic Microsoft Office 2000 skills **Basic Managerial Skills for All** E. H. McGrath,2011-04-30 This ninth edition retaining the contents and style of the earlier editions discusses the basic skills of management and leadership These basic skills are reading writing learning speaking interviewing training deciding problem solving managing conflict and motivation The author examines how these skills can be fully developed and mastered

Basic Computer Skills with Office 2000 (One Day Course) Publishing DDC Publishing,2000 This book is designed to provide a basic introduction to computers using Microsoft Windows 98 Windows 2000 or Windows Millennium Edition and Microsoft Office 2000 Important features of the following four applications Word 2000 Excel 2000 PowerPoint 2000 and Access 2000 are also provided Microsoft Office 2000 User Specialist Study Guide Gini Courter,Annette

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