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# Microsoft Office XP: Introductory Concepts And Techniques, Windows XP Edition (Shelly Cashman)



## Synopsis

Part of the highly successful Shelly Cashman Series, this text offers a clear screen-by-screen, step-by-step approach to learning the fundamentals of Microsoft Office XP. Includes projects and exercises that take full advantage of the new features of Office XP.

## Book Information

Series: Shelly Cashman

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## Customer Reviews

This is a great textbook! This book is very easy to follow, as it has provided step-by-step instructions on how to do each of the chapters in this book and of Office XP. It also has a chapter review section with more exercises.

new conditions, I love it, I used it to do all the assignments I needed to do and sold it again in my class. since I got it very cheep, I sold it same price and He save by not buying it from the student store

Plenty of step by step instructions in this text. Goes over all the programs in the XP Office suite. My only complaint is that the section on Outlook was a little thin. I am already getting ready to purchase the next text in the series and am looking forward to the things it will cover.

Good all purpose handbook! Covers all the details on just about everything! Great reference book to

have around the office!

This book was for my granddaughter who needed for her college class and it was the wrong book.

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