Microsoft Office 98 for Macintosh (Visual QuickStart Guide)

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Nowadays, many companies buy software suites for their employee - and expect them to gain at least a working knowledge of all the applications bundled as part of the package. **Microsoft Office 98 for Macintosh: Visual QuickStart Guide** is the most cost-effective, relevant solution for these new users. As with all the Visual QuickStart Guides, the emphasis is on addressing average users' most common, pertinent need--not on trying to show every feature of every application. The three main applications included with Office 98 are Word 98, Excel 98, and PowerPoint 98. Outlook Express (an email and newsgroup reader) and Internet Explorer 4.0 (a browser) are also included.

Microsoft Office for Macintosh: Visual QuickStart Guide uses pictures and step-by-step procedures to teach how to use and integrate this Microsoft suite of Macintosh applications. The book is divided into three broad sections. In the preparatory chapters of the first part, readers learn basic Macintosh procedures and become familiar with the common techniques shared by all four Office applications. In the detailed chapters of the middle part, readers learn each Office application in depth. In the final part, readers find unique and useful tips and techniques for combining the strengths of the Office applications to solve common business needs.

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