

Microsoft Office 2003: Essentials Course (Microsoft Office 2003 Series)

Brian Favro, Russel Stolins



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Microsoft Office 2003: Essentials Course (Microsoft Office 2003 Series) Brian Favro, Russel Stolins The new Microsoft® Office 2003 system promises to be the best Office version yet, allowing users of all levels to work smarter and more efficiently. The newest edition of our best selling Essentials Course provides an excellent survey of the Office 2003 system. The text begins with basic computer concepts, introduces Windows, and surveys Office 2003 applications. Students are introduced to Internet Explorer, Outlook, Word, Excel, Access, and PowerPoint. The text concludes with a comprehensive integration project that brings the applications together.

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