Office 2000: The Complete Reference

By Stephen L. Nelson

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Editorial Review

Amazon.com Review
If you're aiming for Microsoft Office User Specialist (MOUS) certification or just want to make your workday more productive, *Office 2000: the Complete Reference* will work wonders for you. Comprehensive, well illustrated, and intelligently organized, it offers the information you need whether you're writing reports, adding to your database, or scheduling your day. Best of all, it has a large section on integrating the different components of Office, as the 2000 versions have been optimized for working together.

Author Stephen L. Nelson cuts through much of the nonsense of other guidebooks and concentrates on the "best possible way" to complete each task simply and efficiently. This philosophy eliminates much of the confusion found elsewhere by authors who try to explain too much.

The accompanying CD-ROM contains templates and samples referenced in the text, as well as some useful preparatory software made for MOUS certification. The thin coverage of FrontPage presents a potentially serious omission. If you do not plan to publish on the Web, or if you intend to get a FrontPage-specific manual, this shouldn't affect you. Overall, this is an outstanding package of instruction and reference for the intermediate Microsoft Office user. *--Rob Lightner*

Review
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From the Back Cover

The Ultimate Guide to the Best-Selling Office Suite!

Expand the power of the #1 integrated software suite with help from the best, most comprehensive guide available - Office 2000: The Complete Reference. Packed with insider tips and expert techniques for getting the most out of Office 2000, this definitive resource covers every component of the suite - Word, Excel, PowerPoint, Outlook, Internet Explorer, Access, and Publisher - in full detail. PLUS, you'll learn to save time and increase productivity by running the programs as an integrated unit.

Inside, you'll find out how to:

- Lay out and format Word Documents
- Create number-crunching Excel spreadsheets with Chart Wizards and PivotTables
- Develop dynamic, easy-to-use PowerPoint presentations
- Send and receive e-mail and manage your contact information in Outlook
- Access the Web from your desktop using Internet Explorer
- Use Publisher to produce professional-looking, graphically enhanced publications
- Set up an Access database that can generate reports and mailing labels
- Publish any of your Office documents on the Web easily.

Users Review

From reader reviews:

Darrell Fowler:

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Bruce Healy:

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Dana Martin:

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