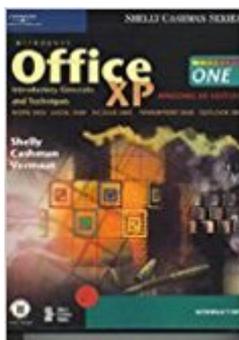The book was found

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

Paperback: 1144 pages

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Product Dimensions: 10.8 x 8.4 x 1.4 inches

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Average Customer Review: 4.1 out of 5 stars Â See all reviewsÂ (10 customer reviews)

Best Sellers Rank: #3,838,306 in Books (See Top 100 in Books)   #98 inÂ Books > Computers & Technology > Operating Systems > Windows > Windows Desktop > Windows XP   #661 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Word   #1084 inÂ Books > Computers & Technology > Software > Suites

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.

Microsoft Office XP: Introductory Concepts and Techniques, Windows XP Edition (Shelly Cashman) Microsoft Office 2010: Introductory (Shelly Cashman Series Office 2010) Microsoft Office 2010, Introductory with Access Code [With DVD] (Shelly Cashman) Shelly Cashman Series Microsoft Office 365 & Word 2016: Introductory Shelly Cashman Series Microsoft Office 365 & Outlook 2016: Introductory, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & Outlook 2016: Introductory Shelly Cashman Series Microsoft Office 365 & PowerPoint 2016: Introductory, Loose-leaf Version Shelly Cashman Series Microsoft Office 365 & PowerPoint 2016: Introductory Windows 10: Windows10 Mastery. The Ultimate Windows 10 Mastery Guide (Windows Operating System, Windows 10 User Guide, User Manual, Windows 10 For Beginners, Windows 10 For Dummies, Microsoft Office) Microsoft Visual Basic 2012 for Windows, Web, Office, and Database Applications: Comprehensive (Shelly Cashman Series) Microsoft Publisher 2013: Introductory (Shelly Cashman Series) Shelly Cashman Series Microsoft Office 365 & Word 2016: Comprehensive Microsoft Office 2013: Brief (Shelly Cashman Series) Microsoft Office PowerPoint 2007: Introductory Concepts and Techniques (Available Titles Skills Assessment Manager (SAM) - Office 2007) Shelly Cashman Series Microsoft Windows 10: Intermediate Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card ... Office 365 & Office 2016: Introductor Discovering Computers, Introductory: Your Interactive Guide to the Digital World, 2013 Edition (Shelly Cashman) Web Design: Introductory (Shelly Cashman Series) Microsoft Windows Internals (4th Edition): Microsoft Windows Server 2003, Windows XP, and Windows 2000 Bundle: New Perspectives on Microsoft Project 2010: Introductory + Microsoft Project 2010 60 Day Trial CD-ROM for Shelly/Rosenblatt's Systems Analysis and Design