



# Workbook for Shelly/Cashman/Vermaat's Microsoft Office 2000: Introductory Concepts and Techniques

*Gary B. Shelly, Thomas J. Cashman, Tim J. Walker*

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Part of the highly successful Shelly Cashman series, this workbook is intended as a supplement to the market-leading Microsoft Office 2000 Introductory Concepts and Techniques book. A variety of activities are presented in an easy-to-follow format that helps readers recall, review, and master Office 2000 skills. This text includes coverage of Word 2000, Excel 2000, Access 2000, PowerPoint 2000, Outlook 2000, emphasis on Office 2000 Help, as well as publishing Web pages, use of hyperlinks, and Web queries.

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