

Mastering

Microsoft Office 2000 PREMIUM EDITION

MASTER THE POWER OF OFFICE 2000—INCLUDING ITS MOST ADVANCED FEATURES

With more than 300 additional pages, this specially expanded edition of *Mastering Microsoft Office 2000* is the most complete Office book available. Written by two Office experts, *Mastering Microsoft Office 2000 Premium Edition* teaches you what you need to know to get the most out of this powerful, integrated collection of business tools. Inside, you'll find in-depth coverage of everything Office has to offer, including hundreds of features that will improve your productivity at home and at work.

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About the Authors:

Gini Courter and Annette Marquis are co-owners of TRAD Consulting, LLC, a firm specializing in computer applications training and database development, including customized solutions using Microsoft Outlook and Microsoft Exchange Server. Courter and Marquis are the authors of numerous books, including *Mastering Microsoft Outlook 2000*, *Excel 2000 MOOS Study Guide*, and *Word 2000 MOOS Study Guide*, all from Sybex.



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