



Office 97 Small Business Solutions

Shelley O'Hara, Deborah Allen Rider

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This computer text aims to build Office 97 skills within the context of practical business projects. For example, instead of introducing columns as an isolated topic, this book shows how to create columns for a newsletter. Functional headings, step-by-step procedures and screen displays with call-outs are provided within the projects, which enable users to quickly locate a specific procedure. There are more than 30 projects included, organized in a logical, simple-through-to-complex progression. If the reader works through these they should become proficient using many of the Office 97 features. They should have the skills to operate the individual elements of Office such as Word and Excel, and in addition, intergrated projects and intranet projects.

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