



Microsoft Office 2000 User Specialist Study Guide

Gini Courter

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Meet every exam's objectives:

Word 2000

- * Format characters and paragraphs
- * Use styles, templates, and macros
- * Publish documents on the Web
- * Create tables and forms
- * Generate a mail merge

Excel 2000

- * Create, modify, and print workbooks
- * Format worksheets
- * Create charts
- * Audit worksheets
- * Create and use templates

Access 2000

- * Create and modify a database
- * Integrate information from other applications
- * Publish Access data to the Web
- * Build forms for other users
- * Produce reports

PowerPoint 2000

- * Create and modify presentations
- * Add textual and visual information
- * Deliver and distribute presentations

Outlook 2000

- * Manage a contact list and calendar
- * Send, receive, and organize e-mail
- * Identify and filter spam and other unwanted e-mail
- * Make Outlook work with other Office applications

FrontPage 2000

- * Build and manage Web sites

- * Publish Web documents from Word, Excel, and Access
- * Create hyperlinks to link your site to others
- * Craft your site's navigational structure using Navigation bars

PhotoDraw

- * Learn the PhotoDraw interface and expansive tool set
- * Import artwork or create your own graphics
- * Touch up and enhance photos with designer effects
- * Design your own professional images for the Web

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