

# Mastering™

Mindy C. Martin  
Steven M. Hansen  
Beth Klingher

# Excel 2000

**PREMIUM  
EDITION**

Master Excel 2000's  
Powerful New Internet  
and Reporting Features

 Sample Files,  
Demo Software, and  
Convenient Utilities



# Mastering Excel 2000 Premium Edition

**Michal Rosen-Zvi**



## **Mastering Excel 2000 Premium Edition:**

**Mastering Excel 2000** Mindy C. Martin, Steven M. Hansen, Beth Klingher, 1999 Microsoft expert authors bring this revamped edition to increase the scope of real world examples demonstrating Excel's features. And there is still more coverage on the difficult topic of Pivot Tables. The CD ROM provides users with Web related software, Excel and Windows productivity software and more. *Mastering Microsoft Outlook 2000* Gini Courter, Annette Marquis, 2000. This book is targeted to all levels of Outlook users with special coverage for intermediate to experienced users who want to learn how to use VBA and VBScript to build custom Outlook applications and use features such as tracking tools, boosted data capabilities and more. CD contains great Outlook 2000 productivity software. **Mastering Microsoft Office 2000 Professional Edition** Gini Courter, 1999. CD contains shareware and demo software for use with Office 2000. **Microsoft Office 2000 Complete** Dave Evans, Greg Jarboe, Hollis Thomases, Mari Smith, Chris Treadaway, 1999-06-03. Designed for price sensitive new computer purchasers, this comprehensive book features 1,000 pages of Office 2000 and essential PC coverage in a convenient almanac sized format. Information is also provided on Windows 98 upgrading and maintaining the PC and important Internet and Web publishing issues. Includes a CD ROM. **Mastering PowerPoint 2000** Katherine Murray, 1999. Designed for people who want more than the overview on PowerPoint that appears in most Office suite books, this book uses a friendly and easy to follow writing style to introduce the product and its many powerful and nonintuitive features.

**Visual Studio 2005 Tools for Office for Mere Mortals** Kathleen McGrath, Paul Stubbs, 2006-12-29. VSTO for Mere Mortals™ is for VBA developers who are interested in migrating their skills to the next generation of Office development. Readers will benefit from a straightforward practical introduction to writing managed code applications for Word 2003, Excel 2003 and Outlook 2003. Readers will also learn how to create add-ins for the most popular applications for Office 2003 and the 2007 Microsoft Office system using VSTO 2005 SE. The expert authors provide a wealth of code samples that show off popular features of VSTO such as smart tags and the actions pane. Sample code also shows you how to customize the new UI features of the 2007 Microsoft Office system including the ribbon, custom task pane and Outlook forms region. VBA developers will walk away with a greater understanding of managed code and the Visual Studio integrated development environment (IDE). Multiple demonstrations on how to create document level customizations for Word 2003 and Excel 2003 using view controls, data binding and the actions pane. A comprehensive overview of add-in development for Outlook 2003. Useful information on securing and deploying solutions created with VSTO and VSTO 2005 SE. A thorough explanation on how to migrate VBA solutions to Visual Basic 2005 and VSTO. Numerous details on customizing the ribbon, custom task pane and Outlook form regions by developing VSTO 2005 SE add-ins for the 2007 Microsoft Office system. *Mastering HTML 4* Deborah S. Ray, Eric J. Ray, 1999-05-11. The Knowledge Skills and Advice You Need to Build Effective Web Pages. *Mastering HTML 4* Second Edition is the perfect resource for Web developers and everyone else in need of complete authoritative

information on the latest version of HTML Covering everything from basic tags to proprietary extensions and powerful scripting techniques this book teaches you step by step how to build Web pages that look and behave the way you want You ll also learn strategies for planning and developing sites that attract visitors and meet their needs the true measure of your success Become a Master Create basic and impressive HTML documents Link documents to the Web Use Cascading Style Sheets for a consistent look Use forms to enable user interaction Add visual impact with images Add structure with tables Create frames for improved usability Add pizzazz to your site with JavaScript Use sound animation and video Build a functional easy to navigate Web site      **The Publishers Weekly** ,2002      **Mastering and Using Microsoft Excel 2000**

**Intermediate Course** H. Albert Napier,Philip J. Judd,1999-05-28 Written by two well respected authors this book is designed to be completed in 35 hours Focusing on business it has been field tested by organizations including Arthur Andersen Conoco and the Texas Society of CPAs Microsoft Certified at the Proficient level Excel 2000 Intermediate gives numerous business based exercises and instructions that cover the required skills of most employers      Word 2000 Guy Hart-Davis,1999 Designed for non technical readers this book is for beginning to intermediate level Word users who want to grasp the essentials Many upgraders will buy this book to learn about the new Internet capabilities within Word X

**Mastering and Using Microsoft Excel 2000** H. Albert Napier,Philip J. Judd,1999-05-11 Designed as a 20 hour course this book is written for people who have no prior experience with Excel Focusing on the business world it covers the skills most employers require Field tested by such organizations as Arthur Andersen Conoco and the Texas Society of CPAs this book provides clear step by step instructions that explain the how and why of completing a task Realistic scenarios show the real world application of the material being covered while sidebars provide both useful and cautionary tips      *Microsoft Outlook 2000* Cynthia Randall,1999 Here is a comprehensive guide that teaches you all the essential skills you need to advance your career and to become a truly proficient Outlook user Real world exercises and projects test your mastery and ensure that you are able to complete the tasks at hand Just like a training course the chapters are broken into skills and the material is presented in manageable bite sized chunks you learn by doing rather than simply reading theory With this book you are certain to get up to speed in a hurry and become an efficient Outlook user      **The Software Encyclopedia 2001**

,2001      Mastering Microsoft Office Helen Holding,Clare Martin,2017-03-04 This new edition of Mastering Microsoft Office provides a concise practical guide to the essential features of Microsoft Office With updated coverage of Office 2000 this book offers guidance on the most useful aspects of Word Excel PowerPoint and Access It also includes a new chapter on Outlook Step by step instructions take the reader through a series of connected tasks which are illustrated with screenshots to aid understanding Exercises multiple choice questions and worksheets help to consolidate knowledge making this book ideal for use on courses and for self study in the home or office      *Windows 98 Instant Reference* Peter Dyson,1999 All Windows 98 SE users will gain valuable tips and information with this essential easy to use guide Entries include Active

desktop channels networking commands and more Perfect manual to keep beside your computer for easy reference

*Windows Me!* John Ross, 2000 Looking for helpful tips tricks utilities and programs to make your computing life easier This fun easy to use collection of Windows secrets will help you streamline performance link to live Internet and cut through the digital jungle that appears on your screen Includes a CD with scores of useful programs *PalmPilot! and Palm Organizers* Neil J. Salkind, 1999 Writing with a gee whiz style a bestselling Mac Palm author gives easy step by step instructions and hot tips for getting the most out of Palm devices The CD includes hundreds of megabytes of programs including all games and software described in the book **Microsoft Office 2000 User Specialist Study Guide** Gini Courter, Annette Marquis, 1999-10-18 Go into the exams confident and come out MOUS certified Earning your Microsoft Office User Specialist MOUS certification shows your current or future employer that you have the skills they need This book helps you get those skills by reinforcing what you know teaching you what you don't and preparing you for all the questions you'll face on the exam Affordable and comprehensive the Microsoft Office 2000 User Specialist Study Guide is the clear choice and the only study resource you need to ready yourself to pass all the MOUS exams 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 *Mastering and Using Microsoft Word 2000* H. Albert Napier, Philip J. Judd, 1999-06-03 With a completion time of 75 hours this book features extensive step by step instructions combined with numerous screen illustrations to enable people to learn the more advanced features of Microsoft Word 2000 *Mastering and Using Microsoft Access 2000* H. Albert Napier, Philip J. Judd, 2001 With a completion time of 75 hours this book features extensive step by step instructions combined with numerous screen illustrations to enable users to learn by doing Solid end of chapter materials provide a strong reinforcement tool for learning Case profiles show the reader the real world applications of the material they have covered while case projects emphasize the practical applications of the skills they have learned Special sections with Internet Caution Notes and software TIPS provide helpful insights and enrichment information SCANS competencies are clearly identified as well

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