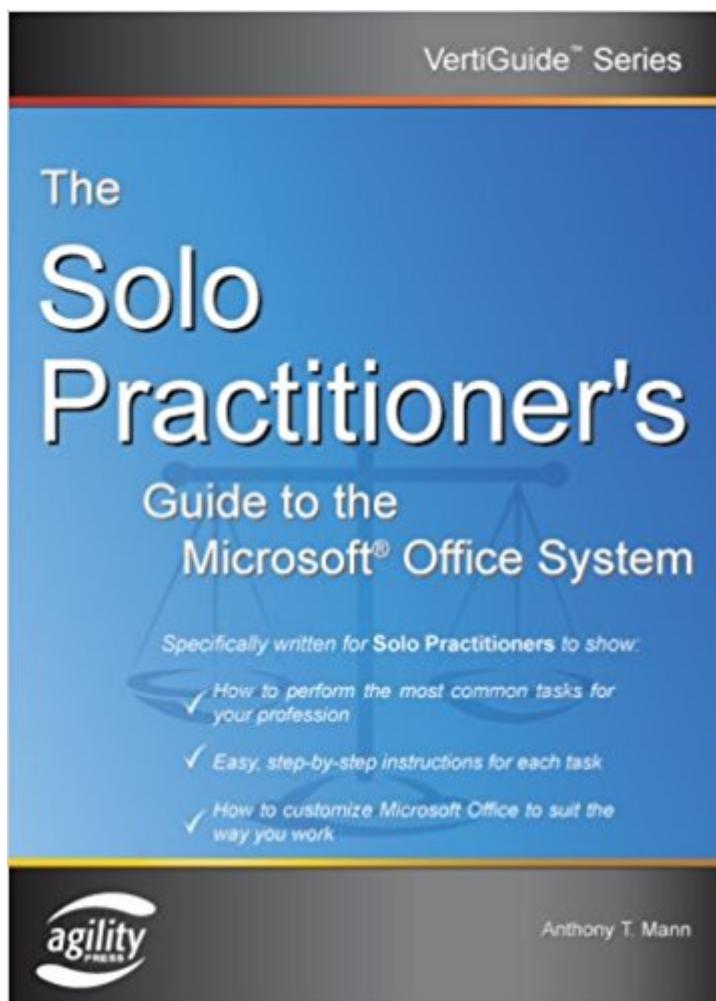


The book was found

# The Solo Practitioner's Guide To The Microsoft Office System (Vertiguide)



## Synopsis

The Microsoft® Office System is the most popular desktop suite of personal productivity tools and technologies. Because the Microsoft Office suite of tools is so comprehensive, it can be challenging for people in certain professions to understand how to use Office to perform tasks specific to their job. This book focuses on the tasks a solo practitioner performs every day; rather than the all too common software-centric approach that many other technology books habitually adopt. Other Microsoft Office books on the market are often difficult to understand because they largely address an Information Technology (IT) audience, cover too many professions in a single book, or are so large (more than 800 pages) as to be overwhelming. This book was written with solo practitioners in mind. In fact, this book was developed by consulting and interviewing industry experts, software trainers, technology experts, and of course, solo practitioners. The author learned exactly which topics were most troublesome for solo practitioners, and made sure to explain them thoroughly. This book covers the use of these Microsoft Office System products for solo practitioners: -Microsoft® Word 2003 -Microsoft® Excel 2003 -Microsoft® Outlook 2003 -Microsoft® PowerPoint 2003 -Microsoft® OneNote 2003 -Microsoft® Publisher 2003 This book helps solo practitioners cut through the hard stuff, and makes Microsoft Office work for them. The book comes with free bonus materials: -Additional Legal Templates -Bonus Chapters -Keyboard Shortcut References

## Book Information

Series: Vertiguide

Paperback: 398 pages

Publisher: Agility Press (October 1, 2005)

Language: English

ISBN-10: 1932577122

ISBN-13: 978-1932577129

Product Dimensions: 9.7 x 7.1 x 0.8 inches

Shipping Weight: 1.4 pounds (View shipping rates and policies)

Average Customer Review: Be the first to review this item

Best Sellers Rank: #10,868,307 in Books (See Top 100 in Books) #33 in Books > Law > Law Practice > Law Office Technology #490 in Books > Law > Law Practice > Law Office Education #1242 in Books > Computers & Technology > Software > Microsoft > Microsoft Word

[Download to continue reading...](#)

The Solo Practitioner's Guide to the Microsoft Office System (Vertiguide) The Paralegal's Guide To

The Microsoft Office System (Vertiguide) The Attorney's Guide To The Microsoft Office System (VertiGuide) Microsoft Office Productivity Pack: Microsoft Excel, Microsoft Word, and Microsoft PowerPoint Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Microsoft Office 365 Home and Business | iPhone Microsoft Office 365 , Excel, Word, PowerPoint, OneNote, Outlook, Access, Project, Visio.: Desktop And iPhone Using Full Course Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013 Enhanced Editions) Enhanced Microsoft Office 2013: Introductory, Spiral-bound Version (Microsoft Office 2013 Enhanced Editions) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) An Introduction to Word Processing: Using Microsoft Word 2000 or Microsoft Office 2000 Enhanced Microsoft Excel 2013: Comprehensive (Microsoft Office 2013 Enhanced Editions) Enhanced Microsoft Access 2013: Comprehensive (Microsoft Office 2013 Enhanced Editions) Spreadsheets: Using Microsoft Excel 97 or Microsoft Office 97 (Software Guides) Enhanced Microsoft Access 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions) Enhanced Microsoft Excel 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions) Enhanced Microsoft Word 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions) New Perspectives on Microsoft Excel 2013, Comprehensive Enhanced Edition (Microsoft Office 2013 Enhanced Editions) From IT Pro to Cloud Pro Microsoft Office 365 and SharePoint Online (IT Best Practices - Microsoft Press) Exploring Microsoft Office Excel 2016 Comprehensive (Exploring for Office 2016 Series)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)