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

VertiGuide™ Series

The Solo Practitioner's Guide to the Microsoft® Office System

Specifically written for **Solo Practitioners** to show:

✓ How to perform the most common tasks for your profession

✓ Easy, step-by-step instructions for each task

✓ How to customize Microsoft Office to suit the way you work

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Anthony T. Mann
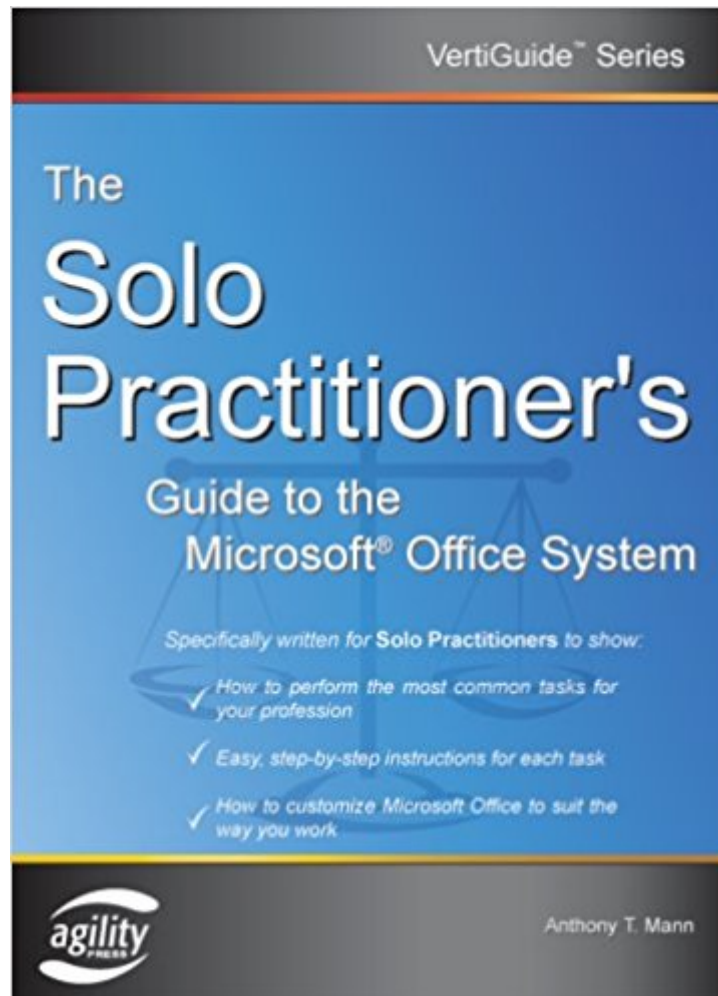
Synopsis

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

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