

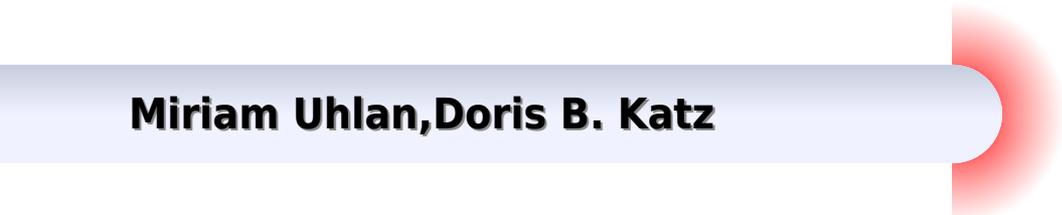


THE ENTREPRENEUR'S GUIDE TO
PRODUCTIVITY
A 5-STEP DAY PLANNER



Award Winning Productivity Guide

Miriam Uhlán, Doris B. Katz



Award Winning Productivity Guide:

Microsoft Office XP 8-in-1 Joe Habraken, Joseph W. Habraken, 2001 **Audio-visual Guide**, 1950 *The Complete Guide to the Illinois Software Industry*, 1995 **Personnel Supervision (books) 1979-1986** Janet H. Edmonds, 1988 *The Complete Idiot's Guide to Microsoft Office 97* Joe Kraynak, 1998 You're a smart person who wants to stay ahead in the corporate world. You know that using Office 97 is what you need to do but that could mean struggling through piles of technical manuals. Push aside those overweight books. *The Complete Idiot's Guide to Microsoft Office 97 Second Edition* feeds you a low fat diet of Office 97 that's easy to swallow and easy to digest. Its lighthearted approach is perfect for new and experienced users who need to quickly take advantage of the best that Office 97 has to offer. So bypass fat heavy books. Learning to be productive and efficient in Office will be a breeze. *Using Microsoft Office XP* Ed Bott, Woody Leonhard, 2001 With this edition of Special Edition Using Office XP there is a continual emphasis on realistic applications and uses of the program features. While there are many other big books in the Office market today there are few that tailor coverage uniquely for the intermediate to advanced Office user as Special Edition Using does. Delivering more focused value for the customer. It has been updated to reflect Office XP's Smart tags, collaboration features, speech and dictation tools built in, recovery features, add network place wizard and much more. **Quick Bibliography Series**, 1976

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