



## How to Use Microsoft Office 97: Small Business Edition

*Julia Kelly*

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# How to Use Microsoft Office 97: Small Business Edition

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A four-color visual approach to learning that is easy to follow and fun for the reader to use when learning about Office SBE. The reader will quickly and easily learn how to use all the Office SBE applications including Small Business Financial Manager 97, Outlook, Internet Explorer and Automap Streets PlusHow To Use Office Small Business Edition provides all of the information a novice reader needs to know quickly and successfully without overwhelming the reader with too much text or too much coverage. New series features include quick reference "where am I" tabs, more complete index with terms familiar to the reader and not just the author, and a new updated look and feel.

- Four-color visual approach guaranteed to get the reader up to speed quickly on how to use Office Small Business Edition (SBE)
- Part of the best-selling How To Use series: acclaimed clear explanations and graphics
- New, updated layout and design to appeal to today's fast-paced, "need to know it quickly" audience that wants to learn through a combination of text and graphics



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