



## Learning MS Office XP

<b>Author :</b>	Ramesh Bangia
<b>ISBN 13 :</b>	978-81-87522-57-7
<b>ISBN 10 :</b>	81-87522-57-7
<b>E-ISBN 13 :</b>	978-81-87522-57-7
<b>Edition :</b>	2
<b>Pages :</b>	384
<b>Type of book :</b>	Paperback
<b>Weight (g) :</b>	400.00
<b>Year :</b>	2014
<b>Language :</b>	English
<b>Publisher :</b>	Khanna Publishing House
<b>Regular Price :</b>	Rs 225.00
<b>Sale Price :</b>	Rs 180.00
<b>Categories :</b>	<a href="#">All books</a> , <a href="#">BASIC COMPUTER BOOKS</a> , <a href="#">Computer Books - English</a> , <a href="#">Learning Series</a>
<b>Condition Type :</b>	New
<b>Country Origin :</b>	India

### Product Description

Learning of a software is both easy and difficult. It depends upon what level you planning to learn. If you are learning only for the working use, then it is very easy. But, when you try to go deep into it, then you realize how difficult it is to master it. Microsoft Office XP is such a vast subject that it will take a lot of time to understand it fully. This book has been written in mind to make you aware of the options available in the software and how they can be used. It is like telling the child about the steps and stairs. You are the one who is to climb the stair. This book will just guide you how to use the stairs.



**Khanna Publishing House**

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: [contact@khannabooks.com](mailto:contact@khannabooks.com) | Tel: 011-2324 44 47 - 48 | Mobile: + +91-99109 09320

---

## Table of Contents

---

**Chapter 1:** Introduction to Microsoft Office XP. **Chapter 2:** Speech and Handwriting. **Chapter 3:** Creating Document in Word 2002. **Chapter 4:** Proofing Your Document. **Chapter 5:** Working with Longer Document. **Chapter 6:** Creating Document Using Wizards. **Chapter 7:** Additional Commands of Word 2002. **Chapter 8:** Using Drawing Tools in Word 2002. **Chapter 9:** Using Mail Merge in Word 2002. **Chapter 10:** Creating a Worksheets in Excel 2002. **Chapter 11:** Advanced Techniques of Excel 2002. **Chapter 12:** Working with Charts in Excel 2002. **Chapter 13:** Creating a Database Using the Wizard in Access 2002. **Chapter 14:** Working with Tables in Access 2002. **Chapter 15:** Working with Reports. **Chapter 16:** Creating Presentation Using Auto Content in Power Point. **Chapter 17:** Creating New Presentation. **Chapter 18:** Creating Presentation from Template. **Chapter 19:** Working on Presentations. **Chapter 20:** Working in Slide Sorter View. **Chapter 21:** Making Slide Shows. **Chapter 22:** Creating a Web Page using Wizard of Front Page 2002. **Chapter 23:** Creating a Web Page Using Template of Front Page 2002. **Chapter 24:** Questions.

---

## Author

---

**Ramesh Bangia** For the last fifteen years, Ramesh Bangia, has been writing computer books on various topics. He has written books for Schools. Training Institutes, Technical Universities, Distance Education Programs, Colleges and General. His tally of books exceeds 500 in number. Trained both in India and Abroad and having studied at IIT Delhi, he becomes automatic choice for most of the publishers in India. Though based in Delhi, his books are popular all over India and are even exported to Middle East and African countries.

---

