



WordPerfect Office 2000 For Dummies^Â

Julie Adair King

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WordPerfect(r) Office 2000 For Dummies(r) tells you what you need to know to put Corel's popular and versatile suite to work in all your everyday office computing tasks. Get up and running on WordPerfect, Quattro Pro, Presentations, CorelCentral and more! Find out how they can all work together to make you even more productive! Inside, find helpful advice on how to: * Save time and get more done by using WordPerfect Office 2000 programs together* Use WordPerfect to easily create professional-looking letters, reports, and more* Produce attention-getting multimedia presentations* Track inventory and handle all your accounting needs with Quattro Pro spreadsheets* Add graphics, photos, and charts to make any document come alive* Organize your contacts and manage your time with CorelCentral* Dictate documents using Dragon NaturallySpeaking

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