

Windows Xp and Office 2003 Keyboard Shortcuts

Guy Hart-Davis



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This portable how-to guide provides you with that quick on-the-job tutorial that will save you time, simplify your keystrokes, and reduce mouse stress, leading to increased efficiency while working in Windows XP and Internet Explorer, Word 2003, Excel 2003, PowerPoint 2003, Outlook 2003, Access 2003, and more Windows XP and Office applications. Author, Hart-Davis, not only guides you through inbuilt keyboard shortcuts, but also teaches how to customize shortcuts using custom utilities.

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160 pages

From the Back Cover

Unlock the power of your keyboard Save time and effort while boosting your productivity and simplifying your work with the help of this handy guide. Inside, you'll learn how to use the hundreds of keyboard shortcuts built into Windows XP and the Office applications from mainstream shortcuts for frequent operations to little-known time-savers that few users ever discover. You'll also learn how to create your own custom shortcuts, configure your keyboard to suit your typing style, and choose specialized keyboards to reduce stress and speed up your work. Includes keyboard shortcuts for: -Windows XP

- -Word 2003
- -PowerPoint 2003
- -Access 2003
- -Windows Explorer
- -Internet Explorer
- -Excel 2003
- -Outlook 2003 Also covers Office XP and Office 2000 ABOUT THE AUTHOR: Guy Hart-Davis is the author or co-author of more than 20 computer books, including *Windows XP Professional Edition: The Complete Reference, How to Do Everything with Microsoft Office Excel 2003*, and *Microsoft Office 2003: The Complete Reference*. About the Author

Guy Hart-Davis[F]Guy Hart-Davis (Richmond, UK), the former associate publisher in charge of Sybex's certification group, is now a freelance author living in his native England. Guy is the author or co-author of 20 computer books, as well as a contributor to numerous others.

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