

EFFECTIVE EXECUTIVE'S

The Seven Core Skills Required to Turn Windows 2000
Professional into a Business Power Tool

GUIDE TO WINDOWS 2000

Bestselling author
of *Effective Executive's Guide
to Project 2000*

- ▶ Executive summary approach to using Windows 2000 Professional
- ▶ Written specifically for busy professionals and managers
- ▶ All the essential information the executive user needs

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Forthcoming Books Rose Army, 2002-02 American Book Publishing Record, 2001 **InfoWorld**, 2000-02-07 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects The Software Encyclopedia 2000 Bowker Editorial Staff, 2000-05 Backpacker, 2001-03 Backpacker brings the outdoors straight to the reader's doorstep inspiring and enabling them to go more places and enjoy nature more often The authority on active adventure Backpacker is the world's first GPS enabled magazine and the only magazine whose editors personally test the hiking trails camping gear and survival tips they publish Backpacker's Editors Choice Awards an industry honor recognizing design feature and product innovation has become the gold standard against which all other outdoor industry awards are measured **The Software Encyclopedia 2001**, 2001 *Commerce Business Daily*, 1999-03

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Programs, 2000 Effective Executive's Guide to Windows XP Pat Coleman, 2001-09 Written especially for busy managers and executive users this fast paced summary of the seven core skills that business users need to use Microsoft Windows XP Professional or Windows XP Personal explains the basics and fundamentals as working with the desktop managing files and folders and printing Also covered are the latest features of the program including Simple Start Menu and Clear Type

InfoWorld, 2002-04-29 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects Cincinnati Magazine, 2003-04 Cincinnati Magazine

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