



# Zoho For Dummies

*Steve Holzner*

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**Zoho For Dummies** Steve Holzner

**A great way to get started on this new, FREE, Web-based productivity and collaboration tool**

Zoho is a very cool-and free-alternative to Microsoft Office. Known as "cloud" computing because it's totally Web-based, Zoho provides 18 different applications to help you write documents, create spreadsheets, send e-mail, and much more. People love it, but what it *doesn't* offer are extensive help files, so that's where this practical book comes in.

*Zoho For Dummies* shows you how to use Zoho's most widely used applications, including Zoho Writer, Zoho Notebook, Zoho Show, Zoho Sheet, Zoho DB, Zoho Mail, Zoho Planner, Zoho CRM, and Zoho Projects. You'll get thoroughly up to speed on all common tasks and discover enough tips and tricks to get you power-using Zoho in no time.

- Zoho is a free, Web-based alternative to Microsoft Office launched in 2007; it is considered to be "cloud computing" because it is categorized as Software as a Service (SaaS) and Web-based
- The book guides you through common tasks and provides tips and tricks to maximize your productivity and minimize hassle
- Covers Zoho Writer, Zoho Notebook, Zoho Show, Zoho Sheet, Zoho DB, Zoho Mail, Zoho Planner, Zoho CRM, and Zoho Projects
- Also provides information about sharing content, scheduling, and more

Get your head *in* the clouds with this friendly guide to the exciting new Zoho "cloud" alternative to Microsoft Office.

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