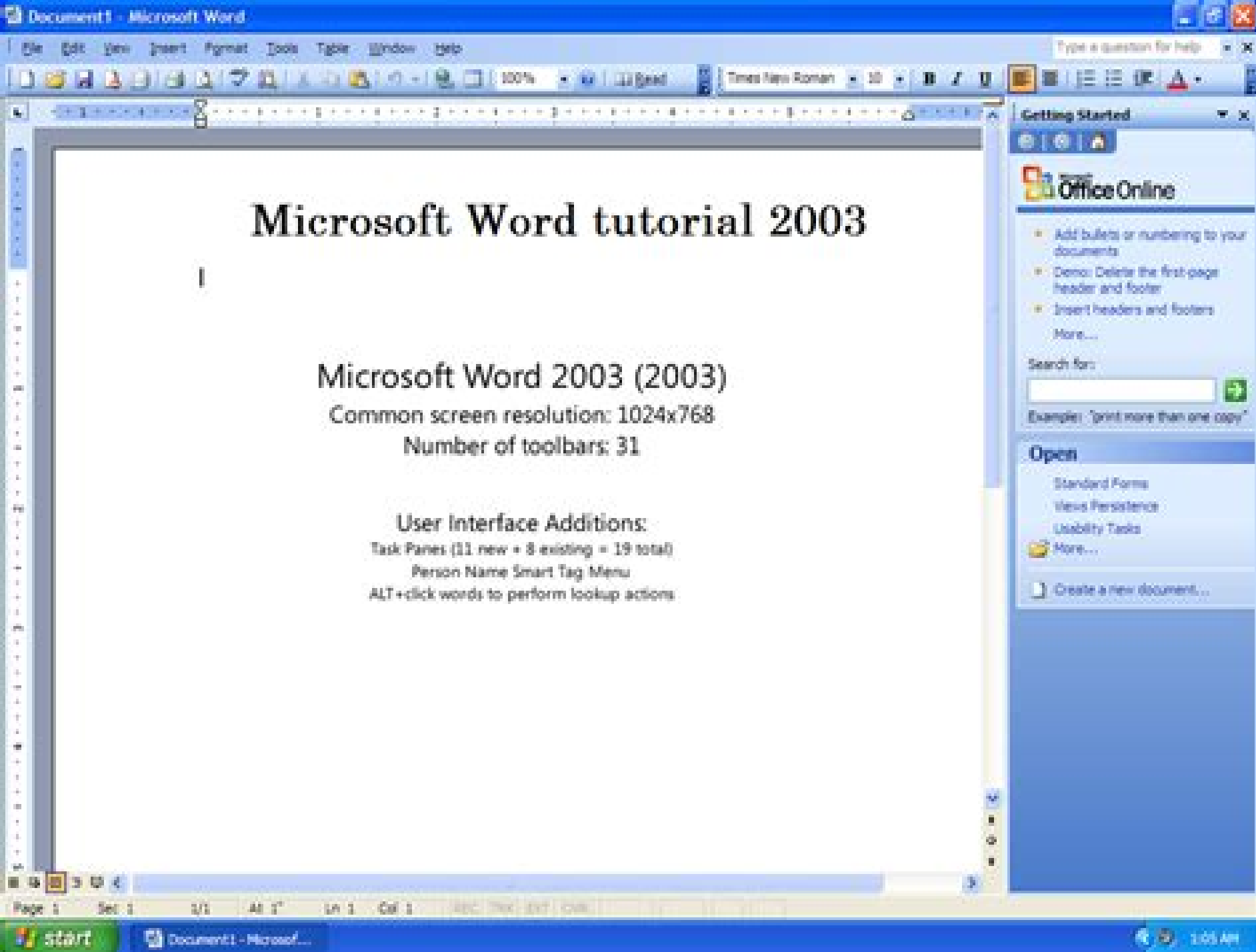




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R.P. Richards,2005-02 Each book in this series is aimed at adults either at work attending evening class or learning on a home PC Starting from the very basics this guide develops ICT skills through to an intermediate level The clear jargon free text and screenshots and illustrations make it really easy to follow **Learning Microsoft Office Word 2003** Suzanne Weixel,2004-04 Appropriate for all introductory to intermediate level courses in Microsoft Office Word 2003 Designed for students at a wide variety of skill levels Learning Microsoft Office Word 2003 provides a total immersion hands on tutorial that walks students step by step mouse click by mouse click keystroke by keystroke through each of Word 2003 s most important features The well illustrated spiral bound manual contains easy to read appealingly formatted procedural explanations step by step exercises and many screen shots all in a carefully organized multi part lesson format Each lesson is comprised of several exercises built around using Word in real life business settings Most exercises consist of seven key elements a brief On the Job description of how the student would use this feature in the workplace a realistic exercise scenario definitions of key terms concise notes describing and outlining important concepts hands on mouse and keyboard procedures step by step instructions for putting the skills to work and an On Your Own critical thinking activity students can work through on their own for reinforcement practice or to test skills proficiency Each lesson ends with additional Critical Thinking exercises that call upon students to rely on the skills they ve learned Coverage in this edition includes creating opening saving editing printing and managing documents formatting text and documents creating tables running mail merges building multiple page documents creating documents for publication on the Internet using Word s collaboration desktop publishing and automation features integrating graphics and content from other Microsoft Office applications and more The book also includes a full chapter of advanced Challenge Exercises **Microsoft Office 2007 in Depth** Ed Bott,Woody Leonhard,2008 Where other books concentrate on simplistic descriptions of a technology In Depth tackles the problems and frustrations that serious users encounter every day with in depth solutions practical advice and undocumented shortcuts that enhance the users productivity and skills Summary This book has been crafted to grow with intermediate to advanced Office users providing the reference material needed as you move toward Office 2007 proficiency and use of more advanced features If you buy only one book on Office 2007 Microsoft Office 2007 In Depth is the only book you need If you own a copy of Office 2007 you deserve a copy of this book Although this book is aimed at the Office veteran the authors engaging style will appeal to beginners too Written in clear plain English readers will feel as though they are learning from real humans and not Microsoft clones Sprinkled with a wry sense of humour and an amazing depth of field this book most certainly isn t your run of the mill computer book You should expect plenty of hands on guidance and deep but accessible reference material For the first time in a decade Microsoft has rolled out an all new user interface Menus Gone Toolbars Gone For the core programs in the Office family you now interact with the program using the Ribbon an oversize strip of icons and commands organized into multiple tabs that takes over the top of each program s interface If your muscles have

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Microsoft Word 2003 Jennifer A. Duffy, Carol M. Cram, 2004-04. Help users master computer skills quickly and easily with this colorful, highly visual Illustrated Course Guide for Word 2003. Lessons are presented in an easy-to-follow 2-page spread that introduces step-by-step instructions on the left page and large screenshots and illustrations on the right. This signature streamlined approach allows continuing education students to learn quickly while also serving as an excellent reference tool.

Microsoft Word 2003 Advanced Quick Reference Guide Beezix, Inc. Staff, 2004-03. Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use advanced features of Microsoft Word 2003. The following topics are covered: Creating, Using Paragraph, Character Styles, The Styles and Formatting Task Pane, Selecting All Text with Same Style, Deleting Styles, Format Tracking, Importing Styles, Adding Styles to the Default Style List, Heading Numbering, Generating Index Table of Contents, Footnotes and Endnotes, Embedding Excel Objects, Section Breaks, Changing Page Setup in a Section, Changing Headers/Footers within a Document, Advanced Page Numbering, Outlining, Comparing Documents Side by Side, Bookmarks and Page References, Templates, and Restricting Formatting. This guide is suitable as a training handout or simply an easy-to-use reference guide for any type of user.

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