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Word works Patricia Harrison, Papia Sarkar, 2002

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An Introduction to Word Processing

Fiona Patchett, Rebecca Gilpin, 2001-03 Using Microsoft Word 2000 or Microsoft Office 2000 this book offers 30 easy step by step projects presenting the essential skills to create letters newsletters and more **Dynamics of Microsoft Word** Bryan Pfaffenberger, 1986

The Compact Guide to Microsoft Office Professional Ron Mansfield, 1994 An all in one one stop guide to Microsoft's popular program suite this book explores the essentials of Word 6 for Windows Excel 5 PowerPoint 4 Access 2 and Mail and provides detailed information on integrating these applications Written in a relaxed entertaining style the book is chock full of practical real world examples

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that make practical sense and take full advantage of Word's style sheets and outlining capabilities. It covers all versions of Microsoft Word and offers strategies and techniques for using resident programs with Word. Word 365 for Beginners M.L. Humphrey, 2023-02-03 Microsoft Word is the go to word processing program for most businesses and schools. And it's an incredibly powerful tool that can do amazing things. But for a new user all of that capability can be overwhelming. So what this book seeks to do is teach a new user just what they need to know to get started using Word on a daily basis. It covers the absolute basics of opening, saving, closing, deleting, and renaming a file. But then also covers how to input and move text, format that text, format a document, and print the result. If you've always wanted to learn Word but weren't sure where to start or what matters, this is the book for you. Get started today. It doesn't have to be hard. **Microsoft Word 6 for the Macintosh Made Easy** Paul Hoffman, 1994 An easy paced guide that takes readers from the basics to intermediate level techniques. The hands on exercises, helpful illustrations, and real life examples get readers off to a rapid start. After reading the book, readers will have a thorough understanding of the newest version of Microsoft Word for the Macintosh. Using Microsoft Word, 1987

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