



# Microsoft Word tutorial 2003

## Microsoft Word 2003 (2003)

Common screen resolution: 1024x768

Number of toolbars: 31

### User Interface Additions:

Task Panes (11 new + 8 existing = 19 total)

Person Name Smart Tag Menu

ALT+click words to perform lookup actions

### Getting Started



- Add bullets or numbering to your documents
- Delete the first page header and footer
- Insert headers and footers
- More...

Search for:



Example: "print more than one copy"

### Open

Standard Forms

View Persistence

Usability Tasks



Create a new document...

# Microsoft Word 2003 User Guide

**Nevada Learning Series Inc**

## **Microsoft Word 2003 User Guide:**

*Microsoft Word 2003 Introduction Quick Reference Guide* Beezix, Inc Staff,2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Word 2003 The following topics are covered Creating Opening Saving Documents The New Document Task Pane Text Editing Page Setup Undo and Repeat Moving and Copying Text Navigation Tools Views including Reading and Thumbnail Formatting Font Size Enhancements Alignment Copying Formatting Highlighter Headers and Footers Spelling Grammar AutoCorrect AutoText Previewing and Printing Page Breaks Envelopes and Labels and Personalized Menus and Toolbars Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

*Absolute Beginner's Guide to Microsoft Office Word 2003* Laura Acklen,2004 Provides step by step instructions on creating a variety of documents with the lastest version of Microsoft Word *Microsoft Word 2007 Bible* Herb Tyson,2007-05-23 Microsoft s Word 2007 rewrites the book on word processing and this book helps you soar over the hurdles and quickly brings you up to speed No matter what level user you are Microsoft Word MVP Herb Tyson s expert guidance puts you in charge helping you choose the best way to get your work done and to get the most out of Word 2007 You ll discover new ways to command legacy features completely new features to accomplish old tasks and brand new native capabilities *SharePoint 2003 User's Guide* Seth Bates,Tony Smith,2005-07-05 Provides a real world view and best practices around using SharePoint 2003 technologies to meet business needs Seth Bates was the technical reviewer for both of Scot Hillier s books Lists the most common deployment scenarios of SharePoint technologies and the ways to best leverage SharePoint features for these scenarios *Office User Guide for MicroStrategy 9.2.1m* MicroStrategy Product Manuals Staff,2011-12-20 *SharePoint 2013 User's Guide* Anthony Smith,Tony Smith,2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions

*Microsoft Crm 4.0 User Handbook* Stamati Crook,2008-08-01 The Microsoft CRM 4 0 User Handbook is for people using and evaluating Microsoft CRM A lot of ground is covered with an emphasis on providing a full and concise summary of all the features of CRM rather than a step by step guide You will understand the sales cycle how to run a marketing campaign and how to schedule appointments and service activities The user interface is explored in full detail both from a web browser and from the Outlook client for CRM and you will learn how to run a mail merge to Word and export to Excel Customisation and workflow features are covered from a user point of view and we do not discuss installation or programming issues although the author is a programmer Readers will want to have this book nearby as they explore Microsoft CRM and will keep it handy on their bookshelf as they begin to use CRM to its full potential

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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 learn quickly while also serving as an excellent reference tool.

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*Microsoft Word 2003* Nevada Learning Series Inc,2004

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