



Microsoft Office Word 2003 Bible

By Angell, David; Kent, Peter

Wiley, 2003. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: " The Word 2003 Bible is not only impressive because it' s comprehensive but because it explains the program in an easy-to-understand manner. It will be on the top of my desk, as my own reference book." - Dian Chapman, Microsoft Word MVP If Word 2003 can do it, you can do it too. If you work in an office or own a computer you' ve probably used Word, but do you know all it can do? This comprehensive reference covers the basics for beginners and then charges right into the impressive new features of Word 2003. Discover the power of automated fields using Smart Tags, learn to use Word' s collaboration features to make sharing documents easier and more efficient, find out how to manage privacy issues, and examine the basics of working with XML in Word. Inside, you' ll find complete coverage of Word 2003 Place text into tables, work with sections and columns, and format pages Use bookmarks, cross-references, footnotes, indexes, and tables Streamline your work with styles, autoformatting, templates, wizards, and themes Understand the principles of good document design Include...



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