



GO With MicrosoftOffice Word 2003-Comprehensive

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Summary : Free go with microsoftoffice word 2003-comprehensive pdf download - written for a diverse audience all ages different educational backgrounds varying educational goals this book allows for self-paced or online learning the primary goal of thego series microsoft word 2003 comprehensiveis to teach microsoft word 2003 quickly and easily with an approach that is based on clearly-defined projects a key feature of the book is the use of microsoft procedural syntax steps begin withwhere the action is to take place followed by the action itself the instruction is error-free clearly written and logically arranged this book provides users with the skills to solve business problems using the computer as a tool combining volumes 1 and 2 the comprehensive edition covers the following topics relating to word 2003 getting started using special utilities and formatting tools adding clip art and tables creating newsletters with multiple columns and special formats using charts and text effects to enhance documents group projects working with tables graphics and objects creating styles and automating mass mailings working with large documents creating standardized forms and documents working collaboratively and customizing word for particular needs an efficient and handy guide for anyone interested in learning the ins and outs of microsoft word 2003

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