



Word Pocket Guide

By Walter Glenn

O'Reilly Media. Paperback. Book Condition: New. Paperback. 176 pages. Dimensions: 7.0in. x 4.2in. x 0.5in. Millions of people use Microsoft Word every day and, chances are, you're one of them. Like most Word users, you've attained a certain level of proficiency--enough to get by, with a few extra tricks and tips--but don't get the opportunity to probe much further into the real power of Word. And Word is so rich in features that regardless of your level of expertise, there's always more to master. If you've ever wanted a quick answer to a nagging question or had the thought that there must be a better way, then this second edition of Word Pocket Guide is just what you need. Updated for Word 2003, this compact book covers Microsoft Word's keyboard shortcuts, user interface, commands, and tasks. Following an overview of fundamental Word concepts, the guide explains how to accomplish specific tasks, such as formatting, spelling, editing, printing, customizing, and more. It also provides reference tables so you can quickly zoom in on the information you need, like keyboard shortcuts, regular expressions, and common file locations. This handy little book makes a perfect quick reference when you want to complete tasks faster...



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