



New Word 2002 application skills training course

By CHENG XIAO YA DONG SHU HONG

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 10235 Publisher: Ocean Press Pub. Date :2004-01. Book Content: The book consists of six chapters. Chapter 1 outlines Word2002 install. uninstall. start. the interface and help system; Chapter 2 to explain the new. open documents. input. selected text. and set the font. size. find. replace. and other basic editing techniques; Chapter 3 explain the 4 document display. tabs. and ruler. paragraph layout. page setup. headers and footers. borders. shading. and other layout techniques; Chapter 4 to explain the operating table; Chapter 5 charts to explain the operation and illustrations. graphics. text boxes . WordArt. and other editors; Chapter 6 to explain the margins. page numbers and other page setup techniques; Chapter 7 to explain the templates. wizards. spelling grammar checking. AutoCorrect. AutoText. custom toolbars. tools and other advanced communications letters function; Chapter 8 explain the usage of the domain and the macro; Chapter 9 to explain the length of the document editing method; Chapter 10 to explain the technology of web pages in Word; Chapter 12 to explain the use of Word s printing functions. Contents: Chapter...



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