Word 2000 for Windows for Dummies Quick Reference

By Peter Weverka

John Wiley & Sons Inc. Paperback. Book Condition: new. BRAND NEW, Word 2000 for Windows for Dummies Quick Reference, Peter Weverka, Once upon a while ago, computers were considered overgrown calculators. If you wanted to mess with numbers, math, and calculations, you counted on a computer. These days, computers reach far beyond the business of numerals. Microsoft Word takes computing into the realm of words, where the wonders await in processing letters, syllables, passages, documents, and more. Word 2000 For Windows For Dummies Quick Reference cuts through the technical details and jargon to the real deal in word processing. In a handy spiral-bound that allows you to lay the book flat alongside your computer for quick and easy reference, this accessible resource lets you zoom in on just the information you need. If you're looking for fluff, you won't find it in this guide; instead, you'll discover Great coverage on the basics, such as how to get Word 2000 up and running. Loads of tips on making your word processing move faster. Expert info on advanced formatting and automation features. One whole section dedicated to Web and desktop publishing. Instruction on how to use HTML native format in documents. The...

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