



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, youre one of them. Like most Word users, youve attained a certain level of proficiency--enough to get by, with a few extra tricks and tips-but dont 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, theres always more to master. If youve 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 Words 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...



Reviews

A fresh e book with an all new viewpoint. It can be rally exciting through studying period of time. You will like the way the writer write this publication.

-- Tania Cormier

An extremely wonderful pdf with perfect and lucid information. Better then never, though i am quite late in start reading this one. I realized this publication from my dad and i recommended this publication to understand.

-- Clinton Johns DDS

You May Also Like



Too Old for Motor Racing: A Short Story in Case I Didnt Live Long Enough to Finish Writing a Longer One

Balboa Press. Paperback. Book Condition: New. Paperback. 106 pages. Dimensions: 9.0in. x 6.0in. x 0.3in.We all have dreams of what we want to do and who we want to become. Many of us eventually decide it is too late; we have missed...



The Day I Forgot to Pray

Tate Publishing. Paperback. Book Condition: New. Paperback. 28 pages. Dimensions: 8.7in. x 5.8in. x 0.3in.Alexis is an ordinary five-year-old who likes to run and play in the sandbox. On her first day of Kindergarten, she makes her first school-aged friend, Elizabeth, and...



Kindle Fire Tips And Tricks How To Unlock The True Power Inside Your Kindle Fire

CreateSpace Independent Publishing Platform. Paperback. Book Condition: New. This item is printed on demand. Paperback. 52 pages. Dimensions: 9.0in. x 6.0in. x 0.1in.Still finding it getting your way around your Kindle Fire Wish you had the answers to all your frequently asked...



The Mystery in Chocolate Town Hershey, Pennsylvania Carole Marsh Mysteries Teachers Guide

Gallopade International. Paperback. Book Condition: New. Paperback. 32 pages. Dimensions: 11.0in. x 8.2in. x 0.1in.When you purchase the Library Bound mystery you will receive FREE online eBook access! Carole Marsh Mystery Online eBooks are an easy, effective, and immediate way to read...



DK Readers Day at Greenhill Farm Level 1 Beginning to Read

DK CHILDREN. Paperback. Book Condition: New. Paperback. 32 pages. Dimensions: 8.8in. x 5.7in. x 0.2in.This Level 1 book is appropriate for children who are just beginning to read. When the rooster crows, Greenhill Farm springs to life. Join the ducklings, cows, and...



Summer Fit Preschool to Kindergarten Math, Reading, Writing, Language Arts Fitness, Nutrition and Values

Summer Fit Learning. Paperback. Book Condition: New. Paperback. 160 pages. Dimensions: 10.6in. x 8.3in. x 0.5in.Summer Fit Activity Books move summer learning beyond academics to also prepare children physically and socially for the grade ahead. Academic exercises are based on Common Core...