



Get Your Word 2003 Into Use.Quickly

By Norma Sollers

Lulu Press. Paperback. Book Condition: New. Paperback. 336 pages. Dimensions: 11.4in. x 8.2in. x 0.5in. Word processors: those powerful software gems like Microsoft Word that make document creation and maintenance so easy - provided, of course, one can figure out how to use them in the first place. Based on Microsoft Word 2003, this book is designed as a tutorial to help the rank beginner quickly understand and begin using a word processor comfortably. Once the tutorial is completed, the typical reader will be able to type and save a document correctly, create proper document back-ups, carry out basic document formatting, make a template and create a list within a document. Because the book is written in simple English, it's also suitable for those for whom English is a second language. This item ships from multiple locations. Your book may arrive from Roseburg, OR, La Vergne, TN. Paperback.

DOWNLOAD



READ ONLINE
[6.63 MB]

Reviews

It is one of the most popular ebooks. It usually fails to price an excessive amount. It has been printed in an extremely basic way in fact it is merely right after I finished reading through this book in which really altered me, change the way I believe.

-- Sigrid Brown

Absolutely one of the best PDFs we have ever read. I really could comprehend every little thing using this written eBook. I am easily could get a satisfaction of reading a written publication.

-- Dr. Odie Hamill