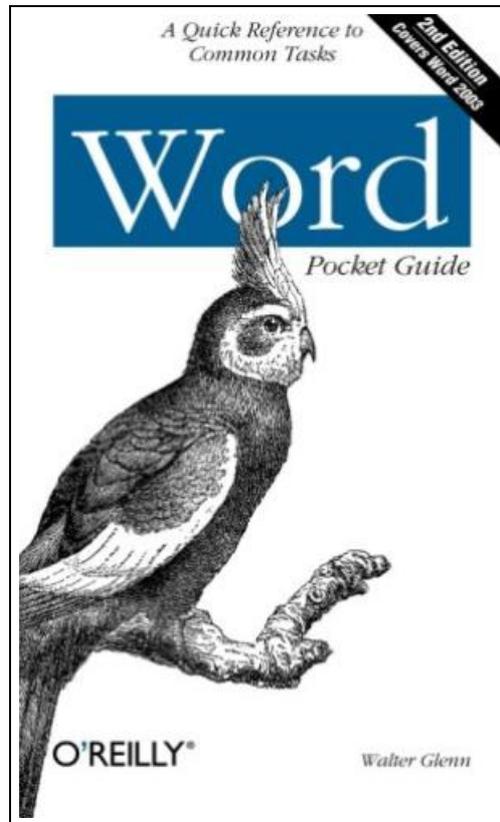


## Word Pocket Guide



Filesize: 4.19 MB

### **Reviews**

*This sort of publication is everything and made me seeking forward and much more. Better then never, though i am quite late in start reading this one. I am easily could possibly get a delight of reading through a created pdf.  
(Quinton Balistreri)*

## WORD POCKET GUIDE



To get **Word Pocket Guide** eBook, you should refer to the link below and download the file or have access to additional information which are related to WORD POCKET GUIDE book.

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 without having to plow through a thousand-page tutorial. Word Pocket Guide, Second Edition is ideal for those making the move to Word 2003. In addition, it covers Word 2002, 2000, and 97. The book includes: A brief explanation of how Word works behind the scenes An extensive guide section for common tasks as well as little-known solutions Reference tables for keyboard shortcuts, regular expressions, and common file locations If you're a Word power user, help desk staff, or anyone who wants to use advanced shortcuts or solve problems, Word Pocket Guide, Second Edition is a must-have. This item ships from multiple locations. Your...



[Read Word Pocket Guide Online](#)



[Download PDF Word Pocket Guide](#)

## Related PDFs



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

Access the web link beneath to download and read "Too Old for Motor Racing: A Short Story in Case I Didnt Live Long Enough to Finish Writing a Longer One" PDF file.

[Download ePub](#)

»



**[PDF] The Day I Forgot to Pray**

Access the web link beneath to download and read "The Day I Forgot to Pray" PDF file.

[Download ePub](#)

»



**[PDF] Kindle Fire Tips And Tricks How To Unlock The True Power Inside Your Kindle Fire**

Access the web link beneath to download and read "Kindle Fire Tips And Tricks How To Unlock The True Power Inside Your Kindle Fire" PDF file.

[Download ePub](#)

»



**[PDF] The Mystery in Chocolate Town Hershey, Pennsylvania Carole Marsh Mysteries Teachers Guide**

Access the web link beneath to download and read "The Mystery in Chocolate Town Hershey, Pennsylvania Carole Marsh Mysteries Teachers Guide" PDF file.

[Download ePub](#)

»



**[PDF] DK Readers Day at Greenhill Farm Level 1 Beginning to Read**

Access the web link beneath to download and read "DK Readers Day at Greenhill Farm Level 1 Beginning to Read" PDF file.

[Download ePub](#)

»



**[PDF] Summer Fit Preschool to Kindergarten Math, Reading, Writing, Language Arts Fitness, Nutrition and Values**

Access the web link beneath to download and read "Summer Fit Preschool to Kindergarten Math, Reading, Writing, Language Arts Fitness, Nutrition and Values" PDF file.

[Download ePub](#)

»