



Word 2002 For Dummies

By Gookin, Dan

For Dummies, 2001. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Introduction. PART I: Hello, Word! Chapter 1: The Big Picture. Chapter 2: How Most Folks Use Word. Chapter 3: Basic Movement. Chapter 4: Basic Editing. Chapter 5: Search for This, Replace It with That. Chapter 6: Working with Blocks of Text. Chapter 7: Minding Your Ps and Qs. Chapter 8: Basic Document Tricks. Chapter 9: Getting It Down on Paper. Chapter 10: Tips from a Word Guru. PART II: Letting Word Do the Formatting Work. Chapter 11: Formatting Characters, Fonts, and Text. Chapter 12: Formatting Paragraphs. Chapter 13: Formatting Tabs. Chapter 14: Formatting Pages. Chapter 15: Formatting Documents. Chapter 16: Working with Styles. Chapter 17: Working with Templates. Chapter 18: Formatting and Spiffing-Up Tricks. PART III: Sprucing Up Your Document. Chapter 19: Borders, Boxes, and Shading. Chapter 20: Building Tables. Chapter 21: Folding Your Text into Columns. Chapter 22: Lots o' Lists o' Stuff. Chapter 23: Picture This. Chapter 24: Inserting Objects. PART IV: Land of the Fun and Strange. Chapter 25: Listen to Me, Stupid! Chapter 26: Working with an Outline. Chapter 27: Collaboration Tricks. Chapter 28: Working with Documents. Chapter 29:...



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