WordPerfect 12 For Dummies

By Margaret Levine Young, David C. Kay, Richard Wagner

John Wiley & Sons Inc. Paperback. Book Condition: new. BRAND NEW, WordPerfect 12 For Dummies, Margaret Levine Young, David C. Kay, Richard Wagner, Do you take the shortest route instead of the side roads when you're trying to get somewhere? Do you choose the streamlined model instead of one loaded with gizmos and gadgets? Do you value ease over extras? WordPerfect 12 is practical software designed to help you create great-looking, readable documents. Whether you're a recent convert from longhand (welcome to the modern world) or a word processing pro, "WordPerfect12 For Dummies" covers what you need to know, including: the basics, like using menus and toolbars, saving, editing, and printing files, getting help, and more; editing and formatting text, adding page numbers, charts, cool fonts, borders, backgrounds, and more; using templates to make your life easier; creating envelopes and labels and doing multiple mailings; using the compatibility toolbars, Workspace Manager, Office Ready template browser, and wireless office capabilities; creating and integrating columns, tables and graphics; creating Web pages, Adobe Acrobat Documents, XML files, and even Microsoft Office documents; and, publishing your document as a Web Page. "WordPerfect12 For Dummies" was written by Margaret Levine Young, David C. Kay, and...

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