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On Your Side - Microsoft Office XP Word 2002

By Adrienne Tommy

Laxmi Publications Pvt. Ltd, 2007. Softcover. Condition: New. You need clear, precise and complete information in order to discover a new application close to the one you are already using or simply to progress to the latest version: the collection ON YOUR SIDE is made for you! In each of our manuals, you will find all the software`s functions fully detailed and illustrated with the help of dialog boxes and screen shots so that you can find information more rapidly. We have classified and indexed each function by theme. You will be able to complete your knowledge of the software by consulting the annexes which provide listings of shot cut keys, descriptions of the toolbars and the menus. Contents: Contents: 1. Microsoft Word 2002; 2. Managing Dcouments; 3. Entering/Editing Data; 4. Printing; 5. Presenting Text; 6. Styles/Autotext; 7. Reviewing/Modifying Text; 8. Managing Long Documents; 9. Tables; 10. Drawing Objects and charts; 11. Mail Merge; 12. Miscellaneous Features; 13. Internet/Intranet Printed Pages: 289.



Reviews

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