



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.

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