



Microsoft®

**Word 2000**



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# Microsoft Word 2000

**Robert T. Grauer, Maryann M. Barber**

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processing program The series is designed to be easy to use with a friendly open design featuring copious screen shots call outs cross references and tips This new generation Running series is more in depth than ever before **Word 2000 for Windows For Dummies** Dan Gookin,1999-05-21 Microsoft Word 2000 is a massive program It does a lot But the truth is that you don t need to know everything about Word to use it A better question is Do you want to know everything about Microsoft Word Probably not You don t want to know all the command options all the typographical mumbo jumbo or even all those special features that you know are in there but terrify you No all you want to know is the single answer to a tiny question Then you can happily close the book and be on your way If that s you you ve found your book Good news This book is not meant to be read from cover to cover Microsoft Word 2000 For Dummies is full of self contained sections each of which describes how to perform a specific task or get something done Sample sections you encounter in this book include Saving your stuff Cutting and pasting a block Quickly finding your place Aligning paragraphs A quick way to cobble a table together A caption for your figure Step by step mail merging guide There are no keys to memorize no secret codes no tricks no pop up dioramas and no wall charts Instead each section explains a topic as if it s the first thing you read in this book Nothing is assumed and everything is cross referenced Technical terms and topics when they come up are neatly shoved to the side where you can easily avoid reading them The idea here isn t for you to learn anything This book s philosophy is to help you look it up figure it out and get back to work This book informs and entertains And it has a serious attitude problem After all the goal of the book is not to teach you to love Microsoft Word Instead be prepared to encounter some informative down to earth explanations in English of how to get the job done by using Microsoft Word You take your work seriously but you definitely don t need to take Microsoft Word seriously *Microsoft Word 2000* Carol M. Cram,Marie L. Swanson,Jennifer A. Duffy,1999 As part of the Illustrated Series this text offers a quick visual step by step approach for learning basic to advanced features of Microsoft Word 2000 This text is currently pending approval as a Microsoft approved study guide for the MOUS certification exam Word Expert Level *Exploring Microsoft Office 2000 Professional* Robert T. Grauer,Maryann M. Barber,1999 For any course teaching application software using Microsoft Office 2000 applications All books in this series offer consistent presentation common design pedagogy and writing style Concepts as well as key strokes are stressed Hands on exercises in every lesson provide just the right amount of practice time This best selling author teams hands on approach and conceptual framework helps students master important concepts as well as the features of the Office 2000 applications MOUS Certification throughout the expert level for all individual applications and Office 2000 The Proficient Certification Edition provides training for the proficient level MOUS exam in all Office 2000 applications Quality four colour spiral bound Exploring Office 2000 series covers Word 2000 Access 2000 Excel 2000 and PowerPoint 2000 There are three combined texts in the series Exploring Microsoft Office 2000 Vol I and II and Brief Office Professional 2000 Three levels of chapter ending exercises Multiple Choice study guide Practice hands on and Case Studies open ended Incorporates the Internet and

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