File Edit View Insert Format Tools Table Window Help

Normal   Times New Roman   10

Microsoft Word 2002 (2001)

Common screen resolution: 1024x768
Number of toolbars: 30

User Interface Additions:

Task Panes (8)
On-Object UI: Paste Options
On-Object UI: Undo unwanted "Auto" actions
Smart Tags: Pink-squiggle recognized words
"Type a question for help" box

New Document

Open a document
Contemporary Memo
ReadMe
ReadMe
More documents...

New
Blank Document
Blank Web Page
Blank E-mail Message

New from existing document
Choose document...

New from template
Elegant Report
General Templates...
Templates on my Web Sites...
Templates on Microsoft.com

Add Network Place...
Microsoft Word Help
Show at startup

Page 1   Sec 1   1/1   At 1"   Ln   Col 1   REC TRK EXT OVR English (U.S

Start   Document1 - Microsof...   12:50 AM

Microsoft Word 2002 Comprehensive

Robert T. Grauer,Maryann Barber

Microsoft Word 2002 Comprehensive:

Exploring Microsoft Word 2002 Robert T. Grauer,Maryann Barber,2001-06 For any course teaching application software using Microsoft Office 2002 applications This book will appeal to students in a variety of disciplines including liberal arts business and the sciences The Exploring MS Office XP series gives the when and why of performing tasks in Office XP it provides new integrated real world practice exercises it s customizable in the RightPHit Program certified to the core and provides expert levels of Microsoft Office XP **Learn Word 2002 Comprehensive** John Preston,Sally Preston,Robert Ferrett,2002-04 For courses in Microsoft Office Professional 2002 and Word 2002 This text is highly visual and skills based delivering the steps in a screen by screen format Learn edu methodology gives quick framework for success in Office XP and the series is certified to the core level of Microsoft XP Microsoft Word 2002 Gary B. Shelly,Thomas J. Cashman,Misty E. Vermaat,2002 Part of the highly successful Shelly Cashman Series Microsoft Word 2002 Comprehensive Concepts and Techniques provides step by step instructions accompanied by full color screen shots helping students learn basic through expert level Word skills quickly and easily *Word 2002* Peter Weverka,Diane Poremsky,2001 Master the powerful new features in Microsoft Word 2002 This complete reference provides comprehensive coverage of the changes and updates to Word focusing on the new formatting and proofing options enhanced graphics capabilities new file search methods and customization options including new speech recognition capabilities You ll also get an introduction to VBA and will learn to write macros to automate repetitive Word tasks *New Perspectives on Microsoft Word 2002, Comprehensive* S. Scott Zimmerman,Beverly B. Zimmerman,Ann Shaffer,2002 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft Word 2002 **Performing with Microsoft Word 2002: Comprehensive Course** Iris Blanc,Cathy Vento,Thompson Steele,2002 The Performing Series takes students to a higher level of learning through applied and project based activities that go beyond the mechanics of the software Most textbooks begin by teaching students software skills The Performing Series presents various business documents first then shows students the Word 2002 skills they need to create them This approach shows students the relevance of what they are learning as they apply technology to task *New Perspectives on Microsoft Word 2002* S. Scott Zimmerman,Beverly B. Zimmerman,Ann Shaffer,2001-12 Microsoft Word 2002 Duffy,Jennifer Duffy,2001-07-25 Part of the Illustrated series this text offers a visual and flexible way to build Microsoft Word 2002 skills *Microsoft Word 2002* Gary B. Shelly,Thomas J. Cashman,Misty Vermaat,2002 Part of the highly successful Shelly Cashman Series Microsoft Word 2002 Complete Concepts and Techniques provides step by step instructions accompanied by full color screen shots helping students learn basic through advanced Word skills quickly and easily **Microsoft Word 2002** Jennifer A. Duffy,2002 Part of the Illustrated series this text offers a visual and flexible way to build Microsoft Word 2002 skills *Microsoft Word 2002* William R. Pasewark, Jr.,Pasewark Ltd,Connie Morrison,(Pasewark and Pasewark) Pasewark and Pasewark,Bill

Pasewark,2001-11-15 With a completion time of 75 hours this text is certified as Expert level for Microsoft Word Ideal for introductory courses this comprehensive book covers beginning through advanced features of the software Lessons contain objectives step by step instructions screen illustrations tips notes Internet coverage chapter summaries end of chapter exercises projects and SCANS correlations Extra challenging activities are provided along with group activities to emphasize teamwork Unit reviews contain Command Summary Review Questions Applications and On the Job Simulations

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