



Microsoft Word 97 (1996)

Common screen resolution: 1024x768

Number of toolbars: 18

User Interface Additions:

Toolbars on every side of the screen and floating

Menu bar can be docked on any side of the screen or floating

Drag and drop any command anywhere

Office Assistant ("Clippit")

Hierarchical, multi-level menus

Hierarchical, multi-level context menus

Icons on menus and context menus

Green-squiggle grammar checking

Increased Intellisense (including on-the-fly spell correction)



Microsoft Word 97 For Windows

Jim O'Shea

Microsoft Word 97 For Windows:

Word 97 for Windows for Dummies Peter Weverka,1997-01-27 This is the latest in a series of Quick Reference books which provides beginners with practical jargon free introductory guides to a range of products and applications in the computer world [More Microsoft? Office 97 Windows? For Dummies?](#) Wallace Wang,1997-06-30 Inside More Microsoft Office 97 Tips and Tricks If You Are Looking for More Coverage of Microsoft Office 97 Features Look No Further It's All Here More Microsoft Office 97 For Windows For Dummies explains how to use the advanced features in Office 97 to make it even easier and faster to use You'll find valuable information on how to customize every program in Office 97 create shortcuts by using macros and keep your Office 97 files compatible with other programs such as Lotus 1 2 3 or WordPerfect With Microsoft Office 97 you can also use the Internet to copy the latest tips and files from Microsoft's own Web site Ask for IDG Books For Dummies Books the Fun and Easy Way to Find Out About Computers Also look for IDG Books More Word 97 For Windows For Dummies the fun and easy way to get even more information about Word 97 and More Excel 97 For Windows For Dummies the fast and friendly way to find out more about Excel 97 Inside find helpful advice on how to Share your Office 97 files with other programs including WordPerfect Lotus 1 2 3 dBASE and older versions of Microsoft Office Create macros to automate your programs Use the Internet to download free information and files from Microsoft's own Web site Assemble a table of contents and index easily with Word 97 Test and verify your calculations in Excel 97 Create dazzling presentations to share with others using PowerPoint 97 Use Outlook 97 to manage your schedules and tasks **Microsoft Office 97 For Windows For Dummies** Doug Lowe,1997-01-21 Now you can have the power of Microsoft Office 97 at your fingertips whenever you sit down to work In Microsoft Office 97 For Windows For Dummies Quick Reference you find all the tips shortcuts and quick solutions you need in order to use the world's leading productivity software suite successfully In this book best selling author Doug Lowe distills all the must knows of feature rich Office 97 so that you can easily take advantage of powerful functions without having to spend too much time looking things up **Microsoft Word 97 for Windows** Sarah E. Hutchinson,1997 *Microsoft Word 97 for Windows 95* Patricia Murphy,Ristau,Eggland,1998 Microsoft Word 97 QuickTorial provides a complete learning package that makes the mastery of software applications both easy and fun Designed to get users up and running quickly Microsoft Word 97 QuickTorial allows them to master computer tools with a minimum of time and effort With numerous screen illustrations and lots of hands on activities for guidance readers learn quickly in a straightforward understanding manner The section on Webtop Publishing with Word allows users to take advantage of Microsoft Word 97's new Internet capabilities **Word 97 for Windows for Dummies** Dan Gookin,1997-01-10 Cut and paste search and replace format and print or delete and destroy to your heart's content with the latest upgrade to Word Microsoft's powerful word processing software for Windows 95 Whether you're writing everyday office documents formatting mail merge letters composing fancy brochures and newsletters or creating content for the World

Wide Web Dan Gookin's humorous insightful guide to all things Word safely steers you through the ins and outs of the wondrous ways that Word works Word 97 For Windows For Dummies is the fun and easy way to create great looking documents in Word and to find out what to do when bad things happen This book features sound advice and step by step details on everything from Word basics to advanced features such as including graphics tables and charts in your documents and using Word's integrated wizards to make formatting printing and other cool Word stuff as easy as point and click Plus be sure to check out Dan's Top Ten Lists for Word 97 including ten cool tricks ten features you don't use but paid for anyway ten shortcut keys worth remembering and the ten commandments of Word

Getting Started With-- Microsoft Word 97 for Windows Alexandra Chester,1998 [A Practical Approach to Microsoft Word 97 for Windows](#) 95 Morrison, David,Connie Morrison,1997

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customized examples Inclusion of case studies provides a platform for sharing and exchanging ideas on how other individuals and companies integrate Word into the daily work environment **Microsoft word 97** Peter Aitken,1997 **Dummies**

101 Peter Weverka,1997 Filled with tips and program shortcuts this tutorial covers the new version of Microsoft Office 97 Humorous but educational quizzes and exercises appear at the end of each unit The CD contains document files and practical templates

How to Use Microsoft Word 97 for Windows Heidi Steele,1996 Microsoft's latest wordprocessor is explained in this book that teaches the reader at a suitable pace Included are Try it sections that allow time to practice what has been learned The book is in a colourful graphic style for easy reading

Microsoft Word 97 Marie L. Swanson,1997 Topics covered in this volume on Microsoft Word 97 include sharing information with other programs creating a Web site with Word working with larger documents collaborating with documents arranging text and text objects and creating and modifying charts

Upoznajte Microsoft Word 97 for Windows Kanita Aljović,Ramiz Hadžić,1998

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