



Word 2003 Personal Trainer (Mixed media product)

By CustomGuide Inc.

O Reilly Media, Inc, USA, United States, 2005. Mixed media product. Book Condition: New. 251 x 201 mm. Language: English . Brand New Book. As the latest version of the best-selling Microsoft Office word processor, Word 2003 features a host of innovations that add even more muscle to this amazing program. Now you can create, read, and share impressive-looking documents more easily than ever. The bad news is that keeping track of all the improvements on your own can be a timely and daunting task. The good news: the Word 2003 Personal Trainer from O Reilly details everything for you. As the most complete and engaging tutorial available for Microsoft Word, this invaluable guide can assist users of all expertise levels. You ll work out with Word at your own pace, adding valuable knowledge and skills with each session, and you ll never take on more than you can handle with your Personal Trainer next to you. To launch your training program, the Word 2003 Personal Trainer includes sections on editing text, as well as formatting characters, paragraphs, and pages. It also covers these other Word fundamentals: Templates WordArt Charts Drawings Graphics Forms More seasoned Word users shouldn t feel...



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