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Office Word 2003

Written for a diverse audience (all ages, different educational backgrounds, varying educational goals), this book allows for self-paced or online learning. The primary goal of theGO! Series: Microsoft Word 2003 Volume 1 is to teach Microsoft Word 2003 quickly and easily, with an approach that is based on clearly-defined projects. A key feature of the book is the use of Microsoft procedural syntax: steps begin with where the action is to take place, followed by the action itself. The instruction is error-free, clearly written, and logically arranged. This book provides users with the skills to solve business problems using the computer as a tool. Volume 1 covers the following topics relating to Word 2003: getting

started, using special utilities and formatting tools to write reports, adding clip art and tables to enhance flyers and notices, creating newsletters, using charts and text effects to enhance documents, and group projects. An efficient and handy guide for anyone interested in learning the ins and outs of Microsoft Word 2003. Help users master computer skills quickly and easily with this colorful, highly-visual Illustrated Course Guide for Word 2003. Benefits: * Reinforce skills and concepts with extensive exercises and projects provided at the end of each unit. * Get your course up and running quickly with help from the Instructor Resource CD ROM available with each book. Resources include a syllabus, test bank, instructor's manual, figure files, and solution files. * Enrich your distance learning course with our free content available for use with WebCT, Blackboard, and MyCourse 2.1. * Prepare users for Microsoft Office Specialist certification; many of our Microsoft Office application titles are Microsoft Office Specialist certified. This is a quick-to-use guide to all the features of the 2003 version of Microsoft's world-renowned word processor: documents, managing text, printing, frames and pictures, graphics and charts, styles and templates, outlines, tables of contents and indexes, forms

and mail merges, macros and creating web pages. *Get Down to Business—Maximize Your Efficiency with Office 2003* Written for business-minded and experienced Office users, this task-oriented guide goes directly to the bottom line, revealing optimal ways to perform critical, challenging tasks. After fifteen years of teaching people how to be more productive with Office, Courter and Marquis know users' FAQs and understand the way you use Office—as an integrated suite rather than as a collection of separate applications. In *Mastering Microsoft Office 2003 for Business Professionals* they skip the basics and focus instead on precious time-saving techniques that help you streamline your day-to-day activities. Inside, you'll learn how to: Manage schedules, tasks, contacts (Outlook) Build and deliver convincing, animated presentations (PowerPoint) Create documents collaboratively (Word, Excel, PowerPoint) Streamline mailings and messaging (Word, Outlook, Access, Excel) Produce complex publications such as manuals, proposals, and contracts (Word, Binder, FrontPage) Publish documents on the Web (FrontPage, Excel) Organize and secure documents (Word, Excel, PowerPoint, Outlook) Build robust, foolproof workbooks (Excel) Design and develop data sources (Word, Excel, Access, Outlook) Create templates for repetitive tasks (Word, Excel, PowerPoint, FrontPage) Construct user input forms (Outlook, FrontPage, Word) Dissect data, and then present it in compelling ways (Excel, Access)

Tweak Office to fit the way you work (Word, Excel, Outlook, PowerPoint) Use macros to do more with Office (Word, Excel) *The Student-Teacher Edition of Microsoft Office 2003* is the best-selling version of the software suite, and *Special Edition Using Microsoft Office 2003, Student-Teacher Edition* is the first book to tackle it from the perspective of this unique user. The SE Using format will help you explore advanced techniques that can save you time and help automate repetitive tasks. You will be able to increase your productivity in all areas of any one of the Microsoft Office 2003 applications. You'll also learn ways to make them work better together, further increasing your productivity. Take a look at Microsoft Office 2003 through the eyes of an expert with *Special Edition Using Microsoft Office 2003, Student-Teacher Edition*. While it has always been possible to create customized Word solutions, Word 2003 offers new functionality that allows documents to be truly interactive. *Word 2003 Document Automation with VBA, XML, XSLT, and Smart Documents* explains how to use a variety of technologies that change the ways users interact with documents. Learn how to automate documents with a minimum of programming by using Word's native functionality; use Visual Basic for Applications to create document automation solutions; record macros, create automated templates, format and manipulate files using Word, and build documents dynamically; create, edit, and format XML documents;

develop smart document solutions to guide users through a variety of repetitive tasks; transform XML using WordprocessingML, XSLT, XPath, smart documents, and web services technologies. Written for a diverse audience (all ages, different educational backgrounds, varying educational goals), this book allows for self-paced or online learning. The primary goal of the GO! Series: Microsoft Word 2003 Brief Edition is to teach Microsoft Word 2003 quickly and easily, with an approach that is based on clearly-defined projects. A key feature of the book is the use of Microsoft procedural syntax: steps begin with where the action is to take place, followed by the action itself. The instruction is error-free, clearly written, and logically arranged. This book provides users with the skills to solve business problems using the computer as a tool. Beginning with a comprehensive overview of Word 2003, the book covers getting started with Word, using special utilities and formatting tools, and adding clip art and tables. For anyone interested in learning the ins and outs of Microsoft Word 2003. Whether new to Word 11 or upgrading from an earlier version, the reader can use the step-by-step tutorial lessons to accomplish everyday Word tasks. (Midwest). Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Word 2003. The following topics are covered: Creating, Opening & Saving Documents, The New Document Task Pane, Text Editing, Page Setup, Undo and

Repeat, Moving and Copying Text, Navigation Tools, Views (including Reading and Thumbnail), Formatting: Font, Size, Enhancements, Alignment, Copying Formatting, Highlighter, Headers and Footers, Spelling, Grammar, AutoCorrect & AutoText, Previewing and Printing, Page Breaks, Envelopes and Labels, and Personalized Menus and Toolbars. Also includes: Lists of Selection and Movement Shortcuts. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. Provides everything users need to get up to speed on Microsoft Word, the world's most popular word-processing software. Offers extra help for power users, delving into topics such as advanced formatting and editing, working with graphics, and programming with VBA. Includes nine self-contained minibooks: Word basics; formatting text; editing techniques; letters, envelopes, and labels; getting graphic; Web publishing; advanced document features; customizing Word; and programming Word with VBA. We know a picture is worth a thousand words--so we went heavy on pictures and light on words in this easy-to-use guide. Color screenshots and brief instructions show you how to use all of Microsoft Word's features in no time. Follow along and learn to format text, include graphics, use templates, track and merge comments, create mailing labels, design a great-looking resume, and much more. Each chapter's "How to" list and color-coded tabs make it easy to flip straight to the tasks you

need to do. Get the book that gets you started using Word 2003 right away. Word processors: those powerful software gems like Microsoft(R) 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 6 page, tri-fold, full-color, guide is an invaluable resource for anyone who uses Word 2003! In a clear, user-friendly format, it provides step-by-step instructions, short cuts, and tips on how to execute more advanced commands of the software. Advanced topics include: Creating Text Columns, Inserting a Drop Cap, Applying Text Effects, Changing Character and Line Spacing, and Text Styles. It covers graphic topics such as Inserting WordArt, a Background, a Watermark, and an AutoShape. It also shows how to Group and Order Objects and Wrap Text around an Object. It covers more advanced Table features, as well as Creating and Editing Charts and Diagrams. The guide covers how to work with Complex Documents and Text Boxes. It covers

Recording, Running, and Deleting Macros, as well as covering Security features in Word. It will also show you how to Customize Word and much more! This is an excellent companion to the Word 2003 Quick Reference Guide. Microsoft Word 2003 training manual for legal professionals who are migrating from or who also use WordPerfect. The courseware focuses on advanced word processing tasks used regularly in a law office and provides practical, hands-on experience. Includes creating templates, working with automatic numbering and advanced formatting tools. You will learn how to create templates; manage and customize automatic numbering; format tables; generate tables of contents and authorities; use track changes and compare documents; use mail merge; and customize Word. Appropriate for self-study or classroom use, this text reviews the features and commands for creating and editing documents with the Word 2003 word processing program in preparation for taking a Microsoft Office certification exam at the specialist or expert skill level. The 2003 edition adds a chap Help users master computer skills quickly and easily with this colorful, highly-visual Illustrated Course Guide for Word 2003. Lessons are presented in an easy-to-follow 2-page spread that introduces step-by-step instructions on the left page and large screenshots and illustrations on the right. This signature, streamlined approach allows continuing education students learn quickly, while also serving as an excellent reference

tool. Includes the latest information on security problems in Word and how to prevent them. Offers tips for formatting for black and white versus color printers Explains when to use Word for publishing to the Web and when to depend on FrontPage. Finally, readers without any Word experience have a book that was created just for them! This book is written for the reader who may be using Word for the very first time. Everything a reader needs to learn how to use Word is right here, presented in an easy-to-follow format. Absolute Beginner's Guide to Microsoft Office Word 2003 takes the reader through the basics, from starting Word to creating, editing, and formatting documents. The reader will learn how to use Word's productivity tools, with lots of numbered steps to lead them through the process. Everything from styles to tables to clip art to charts is covered so when finished, the reader will feel confident about using Word's most powerful features. Laura Acklen has been involved in the development of a number of academic and corporate training series. She worked on the development team for the Que Education and Training Essentials books and wrote the Windows 3.1, Windows 95, Word for Windows 95 and Word for Windows 6.0 student manuals. She also co-wrote the book, Success with Word for Windows 95. Laura is a Microsoft Office User Specialist in all levels of Microsoft Word 2000.; In 2001, she conducted MOUS Certification courses for DDC Publishing in major cities all over Texas. Part of the New

Perspectives series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning of Microsoft Word 2003. Provides step-by-step instructions on creating a variety of documents with the latest version of Microsoft Word. Hey, you know your way around a document—so now dig into Word 2003 and really put your word processing expertise to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds all in concise, fast-answer format. It's all muscle and no fluff. Discover the best and fastest ways to perform everyday tasks, and challenge yourself to new levels of Word mastery! Master the tools to expertly organize, edit, format, and present your content Create visual impact with pictures, diagrams, tables, 3-D effects, and more Use the Research Task Pane to find fast facts on the fly Link charts, tables, and graphs to live data Work better together by creating shared workspaces online Produce polished Web sites directly from Word Help protect documents with information rights management (IRM), digital certificates, and other security tools Add audio review notes—or handwrite changes on your Tablet PC! Use XML, forms, and Microsoft Visual Basic for Applications (VBA) to make your information work harder CD features: Complete eBook in PDF format Insider Extras—including a reference of built-in Word commands, an XML Cheat Sheet, articles, and more Catalog of Word resources with links to third-party tools

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itself. The instruction is error-free, clearly written, and logically arranged. This book provides users with the skills to solve business problems using the computer as a tool. Combining Volumes 1 and 2, the comprehensive edition covers the following topics relating to Word 2003: getting started; using special utilities and formatting tools; adding clip art and tables; creating newsletters with multiple columns and special formats; using charts and text effects to enhance documents; group projects; working with tables, graphics, and objects; creating styles and automating mass mailings; working with large documents; creating standardized forms and documents; working collaboratively; and customizing Word for particular needs. An efficient and handy guide for anyone interested in learning the ins and outs of Microsoft Word 2003. Create, share, review and publish great-looking documents with Word 2003. With improved revision and comments functionality so you can communicate and share information more effectively. Whether you're writing a report, letter, business plan, for print or for the web, Word 2003 offers you the capabilities to easily produce high quality, professional documents. All the features and changes are covered in this book, along with other enhancements such as smart tags and Information Rights Management technology, which allows users to protect documents by allowing access to only specified users. The visual format of the Brilliant Word 2003 Pocket

Book makes it easy for new and upgrading users to quickly familiarize themselves with everything Word 2003 has to offer. a brief and easy user guide for word 2003 Targets how to effectively and efficiently use data, text, and graphics from one Office application in another Office application. Features less emphasis on macros and programming and more focus on enhancements. Improved content and topical selection compared to previous editions. This 6 page, tri-fold, full-color guide is an invaluable resource for anyone who uses Word 2003! In a clear, user-friendly format, it provides step-by-step instructions, short cuts and tips on how to execute the basic commands of the software. Topics include: Using the NEW Getting Started, Research, and Getting Help Task Panes; Creating, Opening, Saving, Previewing, Printing, E-mailing, and Reviewing a Document; Setting Page Margins and Orientation; Creating Headers and Footers; Inserting Page Numbers, Symbols, Date, Time, Clip Art, and Pictures; Creating Lists and Tables; Selecting, Cutting, Copying, Pasting, and Aligning Text; Applying Bold, Italics, or Underline; Using the Format Painter; Checking Spelling and Grammar; Using Word Count, Repeat, Undo, Redo, Find, Replace, AutoFormat; AutoCorrect, AutoComplete, and the NEW Restrict Permission and Reading Layout features; and much more! An excellent instructional tool for a user Excel 2003, it also serves as a handy reference tool for the more experienced user Laminated quick reference guide showing step-

by-step instructions and shortcuts for how to use advanced features of Microsoft Word 2003. The following topics are covered: Creating & Using Paragraph & Character Styles, The Styles and Formatting Task Pane, Selecting All Text with Same Style, Deleting Styles, Format Tracking, Importing Styles, Adding Styles to the Default Style List, Heading Numbering, Generating Index & Table of Contents, Footnotes and Endnotes, Embedding Excel Objects, Section Breaks, Changing Page Setup in a Section, Changing Headers & Footers within a Document, Advanced Page Numbering, Outlining, Comparing Documents Side by Side, Bookmarks and Page References, Templates, and Restricting Formatting. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. Microsoft's word processing program; part of the Office 2003 series. Shares a user interface with other Office 2003 applications, allowing for seamless integration with Excel 2003, PowerPoint 2003, Outlook 2003 and Access 2003. 6-page laminated guide includes: new features main window & its functions Word 2003 terminology standard toolbar icons creating, opening, saving & printing a document spelling grammar check research printing envelopes printing labels formatting toolbar icons WordArt toolbar font window paragraph window page numbering other capabilities page setup window bulleted lists AutoCorrect Part of the New Perspectives series, this text offers a case-based, problem-

solving approach and innovative technology for meaningful learning of Microsoft Word 2003 in an introductory course. Includes the latest information on security problems in Word and how to prevent them. Offers tips for formatting for black and white versus color printers Explains when to use Word for publishing to the Web and when to depend on FrontPage. The I-Series leads the student through clear, error-free, and unambiguous steps to accomplish tasks that produce a finished document, work sheet or database table. The approach is not simply results-oriented; teaching how to accomplish a task is not enough for complete understanding and mastery. Prior to introducing steps, the authors discuss why each step is important and what roll all the steps play in the overall plan for creating a document, workbook or database. The I-Series Applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing. Of course you have Microsoft Office running on your desktop--more than 95 percent of business users do! However, if you're like most of these users, you probably don't know how to employ all of Office's apps effectively and efficiently. For Office 2003 users, this book is the answer. By trading lengthy tutorials for to-the-point tips focusing on hidden features and productivity tricks, this volume promises to transform you from a plodding Office user into a proficient one. If you're a veteran Office user, you'll be amazed to find out how much you didn't know

about your favorite app, and if you're new to Office, you'll be able to ramp up fast--thanks, in both cases, to a logical organization that lets you browse the appropriate sections to find just the tips that interest you. Best of all, you'll find a wealth of tips--most of them illustrated--about all that's new in Office 2003: better change-tracking and annotation tools in Word, a redesigned Outlook, the new applications OneNote (for note taking) and Info-Path, and more. Discover a spate of splashy new buttons, menus, and colors--plus, learn to maximize significant new features and functions of Office, including XML support, SmartTags, and much more. Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use formatting features of Microsoft Word 2003. The following topics are covered: Tabs, Indents (including Quick Indent), Automatic Formatting, Bulleted & Numbered Lists (including Multilevel Numbered Lists), Paragraph Borders and Shading, Line Breaks, Line Spacing, Paragraph Spacing and Changing the Default Font, and Tables. Also includes: Animating Text, Creating a Text Box, and Finding and Replacing Text and Attributes. Includes list of formatting shortcuts, and table selection shortcuts. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

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