

Pitls

Word 97

Basic Skills



S Coles and J Rowley

A progressive course for new users

Word 97 Basic Course

Online Press, Inc. Staff



Word 97 Basic Course:

Word 97 Basic Course McGraw-Hill Staff, Sharon Ferrett, 1998-09 Word 97 Basic Course from Glencoe's Professional Approach Series equips students with the skills needed to successfully use Microsoft Word. An extensive array of exercises teaches and challenges students while illustrations of screens and the accompanying icons help them to follow instructions for hands on practice. Students gain real world experience by performing many of the same tasks required in business settings. A comprehensive instructional package allows instructors to tailor the program to teaching styles, lab needs, student objectives, and student learning styles. *Microsoft Word 97* Marie L. Swanson, 1997 **Microsoft Word 97 Made Easy** Katie Layman, LaVaughn Hart, 1997-08 Introduces the Microsoft Word 97 program with numerous hands on activities and easy to follow instruction lists that allows learning by doing. Provides essential program functions early in the book demonstrating these functions through carefully guided walk throughs accompanied by thorough but brief explanations of the Word function being presented. The book presents the proper formats for a variety of real world business documents including memorandums, e-mail messages, letters, reports, resumes, etc. All novice MS Word 97 users. **Quick Course in Word 97** Joyce Cox, Christina Dudley, 1997 This Quick Course focuses on creating impressive looking documents including a business letter, an eye catching press release, and a company flyer. Microsoft Word 97 Peter G. Harrison, 1998 **Microsoft Word 2000 Proficient One-Day Course** Faithe Wempen, 2000 Teach Yourself Microsoft Word 97 in 24 Hours Linda Jones, Ruel T. Hernandez, 1997 Jones enables readers to quickly become productive with the latest version of Microsoft Word. This is a basic training manual aimed at the beginner which also details changes from earlier versions and includes tips for more experienced users. **The Army Lawyer**, 1998 *Microsoft Word 97 Advanced* Kathy Warfel, Catapult, Inc, 1999 **Quick Course in Microsoft Word 97** Online Press, Inc. Staff, 2000-02 Quick Course books offer streamlined instruction for the new user in the form of no nonsense to the point tutorials and learning exercises. This title demonstrates in easy steps how to create impressive looking documents including a business letter, an eye catching press release, and a company flyer.

Microsoft Word 97 Step by Step, Complete Course Russell Borland, Catapult, Inc, 1997 Catapult Inc is a national software training company which offers these Step by Step titles. The instructions give readers just the information they need to get their work done with no unnecessary text or distractions. The CD ROM completes the picture with practice files to be used with the lesson. *Microsoft Word 97 Made Easy* Katie Layman, LaVaughn Hart, 1998 Text Highlights a wealth of guided and independent hands on exercises, clear accurate task oriented step by step instructions, coverage of new office technologies such as faxing, e-mailing, and using OLE, early coverage of major program features such as newspaper columns, fonts, and tables, focus on correct document formatting techniques, and unique Language Arts Skill Builder Activities in every chapter. **BOOK JACKET** Title Summary field provided by Blackwell North America Inc. All Rights Reserved **Forthcoming Books** Rose Army, 2001 Microsoft Word 97/Excel 97 In-Depth Training Starts Here Microsoft Official Academic Course

Staff,Microsoft Press,Microsoft,Microsoft Corporation,1998-02 Microsoft Word 97 Excel 97 In Depth Training Starts Here is targeted at users wanting in depth Word and Excel training many of whom may also be considering pursuit of Office 97 end user certification **E-Course Microsoft Word 97** Zeanchock, E course is a new series of software products that provide a hands on introduction to fundamental application skills The product works through on screen tutorials that run over the live application along with an exercise filled work text *Excel 2000 Proficient One Day Course* Jennifer Fulton,1999 **The Software Encyclopedia 2000** Bowker Editorial Staff,2000-05 Microsoft Word 97 Peter G. Harrison,1998 **State Magazine** ,1998 *Microsoft Word 97 - Illustrated Brief Edition* MD Jan Swanson,Marie L. Swanson,1997

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