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# Using Microsoft Works

**William Pasewark, William Robert  
Pasewark, Bill Pasewark**

## Using Microsoft Works :

**Using Microsoft Works 4.0 for Windows 95** Glenn T. Smith, Richard T. Christoph, 1998-08 For use in any course teaching Works for Windows Can be packaged extremely economically with any PH concepts text for introductory computer courses Works is a popular software program for such courses because it is powerful easy to use and inexpensive Standalone Works courses are more rare but can still be uncovered This text introduces basic concepts and terminology and moves to advanced topics that even experienced users may not be familiar with In addition to being more comprehensive than most competitors it is also unique in that it focuses not just on keystrokes but on the concepts behind the keystrokes Coverage of Works 4 5 updates can be found in the preface to the text

**Using Microsoft Works for Windows 95** Debbie Walkowski, 1995 A complete tutorial and reference to Microsoft Works for Windows A small Business section provides the small business and home office markets with significant and unique information for business success with Works Includes an extensive index for quick and easy access to information

Using Microsoft Works for Windows 95 Kathy M. Sabotin, Katherine Murray, 1995 An easy to use guide for Works that provides an overview of common features covers the basics quickly of each application and touches on integration and customization Cautions Notes and Troubleshooting Q As are liberally used throughout the book to help readers learn quick ways to accomplish tasks or avoid pitfalls

*Microsoft Works 4.5 for Windows* William Pasewark, William Robert Pasewark, Bill Pasewark, 1998-02-24 This text represents a comprehensive instructional tool that covers all the basic features you need to know about Microsoft Works 4 5 for windows Instructions activities and applications are included for accessing the Internet and using e mail

Using Microsoft Works 3.0 for Windows Vivian Frederick, Phyllis S. Yasuda, 1994

**Concise Guide to Microsoft Works for Windows** JoAnne Woodcock, 1992 Clear handy overview of the significant features of each Microsoft Works for Windows application Straightforward information on using Works for Windows word processor spreadsheet database and its drawing and charting modules Also includes keys to sharing information among applications

**Using Microsoft Works Effectively** Paul W. Ross, P. Whitcomb Ross, 1993

*Using Microsoft Works* Glenn T. Smith, Richard T. Christoph, 1990 How to gain the full benefits from Microsoft Works This handy guide focuses primarily on word processing spreadsheets and database application areas with three detailed chapters on each subject

**Integrated Productivity Software**, 1986

*The Advanced Guide to Microsoft Works* Donald J. Scellato, 1986

**Microsoft Works 3.0 for Windows** Timothy J. O'Leary, Linda I. O'Leary, 1994 This Lab Module one of many in the McGraw Hill Microcomputing System offers brief hands on introductory coverage of the Microsoft Works 3 0 for Windows software Microsoft Works is an integrated word processing spreadsheet and database software application all in one package

**Using Microsoft Works 2.0 on the Mac** Phyllis Yasuda, Vivian Frederick, Judy Yamada, 1991 This book teaches the powerful integrated productivity tool Microsoft Works 2 0 on the Mac It s a step by step guide to the software that goes beyond the ordinary In each chapter a worksheet or assignment requires you to either create

or change a document In this way you can learn the software just as you ll use it on the job [Using Microsoft Works 3.0](#)

Richard T. Christoph, Glenn T. Smith, 1993 This text provides coverage of Microsoft Works 3.0 for Windows and its three areas word processing spreadsheets and database It features the underlying concepts of hardware and software and shows readers how to use software to solve problems **Using Microsoft Works 3.0** Kenneth Shaw, 1994-02 **Working with Works** Michael L. Sloan, 1987-01-01 A guide to Microsoft Works No bibliography [Microsoft Works 3.0 for Windows by Example](#) Craig Hadden, Webster & Associates (Frenchs Forest, N.S.W.), 1994 This comprehensive book complete with self paced exercises teaches users the many powerful features of this integrated program The four different software applications that ship within Microsoft Works 3.0 for Windows are explained in detail the word processor the spreadsheet the database and the Communications program **Microsoft Works 3 for Windows for Dummies Quick Reference** Michael J. Partington, David C. Kay, 1994 Get up and running with Microsoft Works using this quick reference The author provides users with a quick but comprehensive research on the features of Microsoft Works Users can reference word processor database and spreadsheet commands plus shortcuts and tips for better results Cross referenced to Microsoft Works for Windows 3 for Dummies [Learn Microsoft Works 3.0 for Windows in a Day](#) Jerry Funk, 1994-11-01 The name of the game with Microsoft Works 3.0 for Windows is integration Now you can get up to speed quickly on this multifunctional program by following the step by step instructions and hands on activities in this handy tutorial A companion disk with example files is included

**Using Microsoft Works** Nelda Shelton, 1988 [Microsoft Works 6 for Windows For Dummies](#) David C. Kay, 2001-02-16 Maybe it s because it comes loaded on most PCs but most people tend to miss the fact that Microsoft Works 6 really is an amazing collection of stuff just what you might expect if the folks at Microsoft told you they were going to give you the works Instead of blowing several hundred bucks on the biggest and most muscle bound word processor database program spreadsheet program graphics and communication software out there you can use Microsoft Works 6 to do it all for a lot less money or for free and with a lot less trouble With Works you can create cool cards and crafts design professional looking newsletters and flyers manage your personal finances send faxes put together mass mailings surf the Web manage your household and a whole lot more If you ve got Microsoft Works on your computer but don t quite know how to use it then this is the book for you This lighthearted guide gives you easy to follow instructions and tips that ll have you up and running in no time with the skills and confidence you need to Create goodlooking documents Design and use spreadsheets Crunch numbers Set up group mailings with an address database Have fun with charts and graphics Send and receive e mail Explore the Internet Featuring clear step by step instructions helpful screen captures and exercises Microsoft Works 6 For Dummies covers all of Works powerful features Among other things you ll explore Starting Works and familiarizing yourself with Windows basics Address books letters envelopes labels mail merge and other automated tasks available in Works Word processing from typing and deleting to formatting tables and more Spreadsheets including everything from entering data to

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