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*Word*

2000

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# Using Microsoft Word 2000

**Robert T. Grauer, Maryann Barber**



## Using Microsoft Word 2000:

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Gary B. Shelly,Thomas J. Cashman,Misty E. Vermaat,2000 Part of the highly successful Shelly Cashman Series this text provides coverage of basic and advanced Microsoft Word 2000 skills Each project is explained using a clear step by step screen by screen approach that ensures the user stays on track      **Word 2000 for Windows For Dummies** Dan Gookin,1999-05-21 Microsoft Word 2000 is a massive program It does a lot But the truth is that you don t need to know everything about Word to use it A better question is Do you want to know everything about Microsoft Word Probably not You don t want to know all the command options all the typographical mumbo jumbo or even all those special features that you know are in there but terrify you No all you want to know is the single answer to a tiny question Then you can happily close the book and be on your way If that s you you ve found your book Good news This book is not meant to be read from cover to cover Microsoft Word 2000 For Dummies is full of self contained sections each of which describes how to perform a specific task or get something done Sample sections you encounter in this book include Saving your stuff Cutting and pasting a block Quickly finding your place Aligning paragraphs A quick way to cobble a table together A caption for your figure Step by step mail merging guide There are no keys to memorize no secret codes no tricks no pop up dioramas and no wall charts Instead each section explains a topic as if it s the first thing you read in this book Nothing is assumed and everything is cross

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useful on the job reference guide The CD ROM provides a way to practice skills without having to create documents

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