



Word 2007 For Dummies

By Gookin, Dan

For Dummies, 2006. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Introduction.Part I: Hello, Word!Chapter 1: Word Hokey-Pokey.Chapter 2: Making Friends with the Keyboard.Chapter 3: A Quick Guide to Word (For the Impatient).Part II: Word Processing Basics.Chapter 4: Moving Around a Document Hither, Thither, and Yon.Chapter 5: Editing Text.Chapter 6: Find and Replace.Chapter 7: Text Blocks, Stumbling Blocks, Writer's Blocks.Chapter 8: Proofing Your Document (Spelling and Grammar).Chapter 9: Documents and Files.Chapter 10: The Printer, the Paper, the Document Maker.Part III: Formatting.Chapter 11: Formatting Text.Chapter 12: Formatting Paragraphs.Chapter 13: Setting Tabs.Chapter 14: Formatting Pages.Chapter 15: Formatting Documents.Chapter 16: The Styles of Word.Chapter 17: Themes and Templates.Chapter 18: Misc. Formatting Stuff.Part IV: Making Your Document All Fancy-Schmancy.Chapter 19: Borders, Boxes, and Background Color.Chapter 20: Turning the Tables.Chapter 21: Carousing with Columns.Chapter 22: I Love Lists.Chapter 23: Going Graphical.Chapter 24: StickThis in Your Document.Part V: What Else Is Left?Chapter 25: Multiple Documents, Multiple Windows, Multiple Formats, Multiple Madness.Chapter 26: Other Ways of Viewing a Document.Chapter 27: Working This Out Together.Chapter 28: Merrily We Mail Merge.Chapter 29: Labels of Love.Chapter 30: Customizing Word.Part VI: The Part of Tens.Chapter 31: The Ten Commandments of Word.Chapter 32: Ten Cool Tricks.Chapter...



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