



Teach Yourself VISUALLY Office 2003

By Kinkoph, Sherry Willard

Visual, 2005. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: OFFICE. Chapter 1: Office Basics. Start and Exit Office Applications. Navigate the Program Windows. Work with Task Panes. Work with Menus and Toolbars. Display and Hide Toolbars. Customize Toolbars. Find Help with Office. Add and Remove Office Components. Chapter 2: Working with Files. Start a New File. Save a File. Open an Existing File. Close a File. Find a File. Preview a File. Print a File. Cut, Copy, and Paste Data. Link and Embed Data. Assign a Password to a File. WORD. Chapter 3: Adding Text. Change Word's Views. Type and Edit Text. Select Text. Move and Copy Text. Save Time with AutoText. Apply a Template. Insert Symbols. Chapter 4: Formatting Text. Add Basic Formatting. Change the Font. Change the Font Size. Add Color to Text. Add Text Effects. Align Text. Set Character Spacing. Copy Formatting. Indent Text. Set Tabs. Create Bulleted or Numbered Lists. Set Margins. Set the Line Spacing. Format with Styles. Chapter 5: Working with Tables. Insert a Table. Draw a Table. Select Table Cells. Adjust the Column Width or Row Height. Add Columns and Rows. Delete Columns and Rows. Merge Table Cells. Split Table Cells. Apply Table Formatting. Reposition a Table. Resize a Table. Chapter 6: Adding Extra Touches. Add Borders and Shading to Text. Create Columns. Add Headers and Footers. Insert Comments. Insert Footnotes and Endnotes. Insert Page Numbers and Page Breaks. Add Drop Caps. Add a Watermark. Chapter 7: Previewing and Printing Documents. Find and Replace Text. Check Spelling and Grammar. Work with AutoCorrect. Use the Thesaurus. Change Text...



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