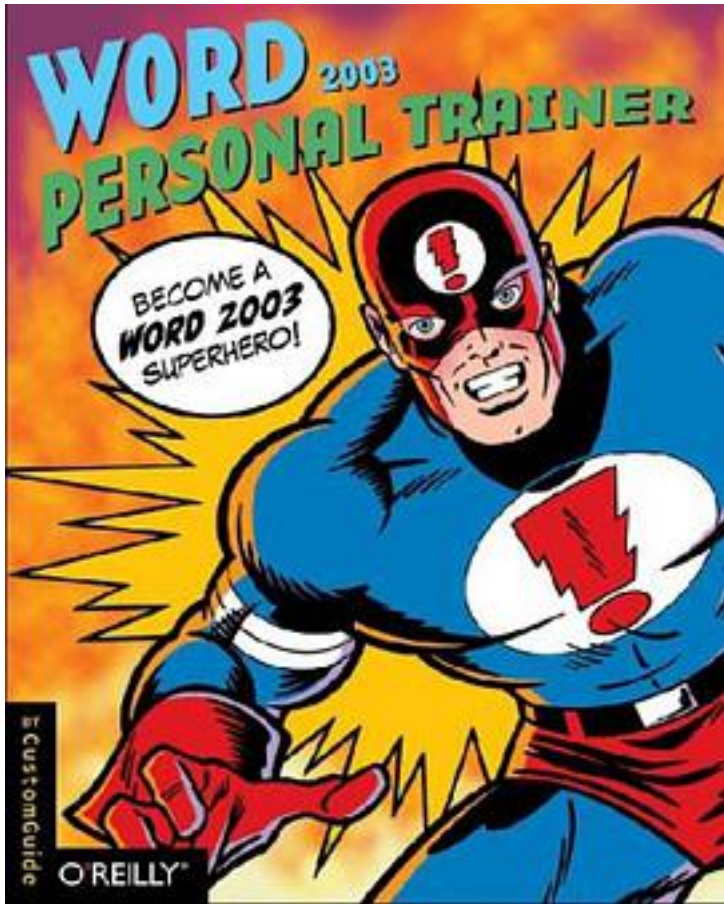


Word 2003 Personal Trainer



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As the latest version of the best-selling Microsoft Office word processor, Word 2003 features a host of innovations that add even more muscle to this amazing program. Now you can create, read, and share impressive-looking documents more easily than ever. The bad news is that keeping track of all the improvements on your own can be a

timely and daunting task. The good news: the Word 2003 Personal Trainer from O'Reilly details everything for you. As the most complete and engaging tutorial available for Microsoft Word, this invaluable guide can assist users of all expertise levels. You'll work out with Word at your own pace, adding valuable knowledge and skills with each session, and you'll never take on more than you can handle with your Personal Trainer next to you. To launch your training program, the Word 2003 Personal Trainer includes sections on editing text, as well as formatting characters, paragraphs, and pages. It also covers these other Word fundamentals: Templates WordArt Charts Drawings Graphics Forms More seasoned Word users shouldn't feel left out either, as the book examines how to perform mail merges, create web pages, and facilitate document collaboration, among other advanced tasks. To best guide learning, Word 2003 Personal Trainer includes detailed diagrams, dozens of task-oriented lessons, and a fully interactive training simulation CD--everything you need to become a Word pro. Part of O'Reilly's new Personal Trainer Series, this book is based on content from CustomGuide (www.customguide.com), a leading provider of computer training materials. Founded by instructors who grew dissatisfied with the industry's dry course materials, CustomGuide offers courseware (for instructors and students), quick references, to software bulletins and e-learning courses that are fun, flexible, and easy to use.

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