A Quick Course in Wordperfect: Version 5.1 (Quick Course Books)
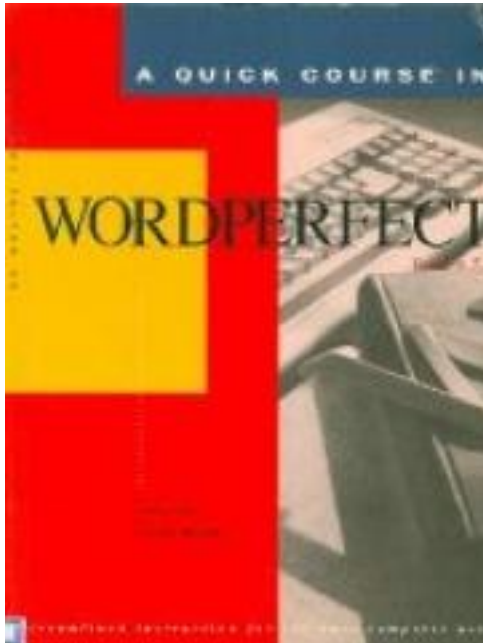
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1 First Things First 1

The basics. An overview of creating, navigating, editing, saving,

retrieving, and printing documents. Along the way, you'll create

a directory and learn how to give instructions.

2 Efficient Memos 22

We use a simple memo to show how to create reusable templates, add emphasis to words and phrases, and use more advanced editing techniques. We also introduce the Reveal Codes screen.

作者介绍:

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