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Nota di contenuto	Title pages; Preface; Contents; Introduction; Text; Mathematical Formulas; Figures and Tables; Making Bibliography; Generating Contents; Page Numbering; Work Faster and more Efficiently; Working with Long Documents; Printing; Table of some Language Codes; Limits of Microsoft Word 2000; Index
Sommario/riassunto	The amount of information in this short book (xviii + 162pages) is unbelievable. It covers all aspects of writing scientificand technical documents - fonts, formatting of various textelements using styles, equations, figures and tables, varioustypes of bibliography, generation of contents and indices,various types of page numbering, selected field codes,automation of writing, working with long documents, printing, etc. There is no any other book on Microsoft Word bringing allthis information in concise and precise form along with briefexplanations from the viewpoint of typesetting.