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Titolo	Dreamboat on Word [[electronic resource] /] / Anne Troy ... [et al.]
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Collana	On Office series
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Note generali	Includes index.
Nota di contenuto	Front Cover; About the Author; Acknowledgements; Table Of Contents; Table of Tips; Foreword; Chapter 1; Chapter 2; Chapter 3; Chapter 4; Chapter 5; Chapter 6; Chapter 7; Chapter 8; Chapter 9; Chapter 10; Chapter 11; Chapter 12; Chapter 13; Chapter 14; Chapter 15; Chapter 16; Chapter 17; Chapter 18; Chapter 19; Chapter 20; Chapter 21; Chapter 22; Chapter 23; Chapter 24; Appendix A; Glossary; Index; Back Cover
Sommario/riassunto	Written for intermediate- to expert-level Microsoft Word users, this book demonstrates frequently missed tools and the proper way to use new and existing tools. Word's settings, toolbars, and menus are reviewed, as are topics such as the importance of installing safe fonts, setting tabs correctly, and using styles for maximum effect. Also offered is advice on topics pertaining to work groups, such as sharing templates, styles, and toolbars and creating paper and paperless forms. New concepts such as using tables to set up forms, recording macros to cut down on repetition, automatically up