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Nota di contenuto	Cover -- Preliminaries -- Contents at a Glance -- Introduction -- Skill 1: Understanding the Basics -- Skill 2: Formatting Documents -- Skill 3: Using the Word Tools to Polish Your Writing -- Skill 4: Formatting Pages -- Skill 5: Using Styles, Templates, and Outlines -- Skill 6: Adding Professional Effects -- Skill 7: Distributing Documents -- Appendix A: Customizing Word -- Glossary -- Electronic Edition Details -- Other Redmond Technology Press Publications.
Sommario/riassunto	Written especially for business professionals, managers, and executives using Microsoft Word 2002, this guide provides an executive summary of the seven core skills business people need to use Word in a business setting. Beginning with coverage of the basics such as menus and toolbars, how to enter and edit text, and printing, it extends to more specific topics such as formatting documents, using the editorial tools, laying out pages, using styles, outlines, and templates, adding professional effects, and distributing documents. This guide focuses on only those features and capabilities of Word that a business person needs to know.