



Successful Projects in Word

By P.M. Heathcote

BPB Publications, 2007. Softcover. Book Condition: New. Successful Projects In Word is designed to help students on a number of courses such as `A` Level or AVCE ICT, HNC and HND in Business Information Technology and Access to HE complete a project using Microsoft Word. It assumes very little previous knowledge of Word and covers essential features of Word from basic editing and formatting right through to advanced features such as templates, macros, customized toolbars and menus. Full instructions are given for both Word 6 and Word 2000, with additional guidance for Word 7 and `97 users. It gives ideas for suitable projects and explains how to complete each phase from Analysis and Design through to Testing and Implementation.? Contents Part 1: Word Basics - Getting Started - Styles and Formatting - Tabs, Indents, Bullets and Boxes - Graphics and Gridlines Part 2: Advanced Skills in Word 2000 - Header and Footers - Templates - Macros - Tables, Formula and Forms - Mail Merge - Customizing Menus and Toolbars - Designing the User interface Part 3: Advanced Skills in Word 6 - Header and Footers - Templates - Macros - Tables, Formulae and Forms - Mail Merge - Customizing Menus...



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