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Ms-Word 2000 Thumb-Rules and Details

By Snigdha Banerjee

Laxmi Publications Pvt. Ltd, 2005. Softcover. Book Condition: New. First edition. This book MS Word 2000-Thumb-Rules and Details has been written for both the beginner as well as the middle level user, with some advanced features included for the advanced user too. It covers the entire course of the Word processing section of DOE "O" level course. No prior knowledge of either computers, or Windows is assumed. Hence, the book should prove to be a boon for the first timers, as well as, those who do not have a ready access to computers. It introduces Windows to the beginner. It also deals with the very basics of Word, including details of the Word screen, and shapes of the mouse pointer-which the user needs in order to make his Word processing more effective. The book develops from the very basics, step by step, to in-depth knowledge of Word. Advanced topics like Mail merge, graphics, tables, charts etc. are dealt with in detail. This is a rare book which deals with topics like the use of Equation editor for the mathematician who wishes to type complicated mathematical expressions. The book contains a large number of examples, which help in understanding the text...



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