

It's already the industry leader for word processing, and now Microsoft Word is more powerful and user-friendly than ever. Thanks to Word 2001, you'll be able to create a wide variety of documents, ranging in complexity from simple letters to full-scale reports with tables, indexes, and illustrations. Features like Data Merge Manager simplify the creation of mail-merge lists, and Click and Type lets you click anywhere in a document and begin typing, without the need to indent manually or go through the cumbersome process of formatting the text. Like all Visual QuickStart Guides, Word 2001 for Macintosh is filled with tips and techniques. Concise, step-by-step instructions walk you through each task, and hundreds of screen shots reassure you that you're in the correct dialog box, pop-up menu, or entry field.

Time Present, Time Past: A Memoir, Abraham Lincoln: A Man of Faith and Courage: Stories of Our Most Admired President, Tiffany Hot & Sexy Band 0007: High Heels und Herzklopfen / Das Ritual der Liebe / Kuss mich, wenn es dunkel wird / (German Edition), Mail Order Bride: A Woman's Heart Is Beautiful (A Clean Western Historical Romance), Mail Order Bride: All Is Bright: Bridget's Christmas Miracle: A Christmas Story - Clean Historical Western Romance (Mail-Order Brides of Laramie County Book 1),

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