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Lingjun Ying



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Easy Microsoft Office Word 2003 Heidi Steele, 2003 Comprised of short easy to follow tasks this book shows the reader how to accomplish basic Word tasks quickly and efficiently

2007 Microsoft Office System Margaret L. Niess, John Lee, 2008-11-24 The 2007 Office release is more than just a businessperson's tool Its suite of integrated applications can be a powerful tool for teachers both to teach computer skills and to augment the learning experience in many subject areas whose usefulness go far beyond the office This book familiarizes you with the software and shows you new ways to utilize the technology in your classroom Book Jacket

The Advantage Series: Microsoft Office Word 2003, Brief Edition Glen Coulthard, Sarah Hutchinson-Clifford, Ann Miller, 2003-11-04 The Advantage Series presents the Feature Method Practice approach to computer software applications to today's technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage

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Windows Magazine, 1999

Inside Word for Windows 6 Bill Camarda, 1993 A comprehensive tutorial and reference to the intermediate and advanced level features of Word for Windows 3 Guides readers through the program's most sophisticated formatting customization and data exchange capabilities Disk includes sample documents that the reader can use along with the book's exercises Also includes all the tables macros and special files used in the book

Ocean Industry, 1985

Microsoft Word 97 for Engineers Sheryl A. Sorby, 1997-11 Presents the basics of using Microsoft Word 97 for written documentation required in the design process Introduces the types of documentation required at each of the five steps of the process Includes shortcuts for preparing documentation quickly and efficiently Covers formatting for letters and memos experimental data reports proposals and technical papers Presents techniques for creating design specifications in Word

Microsoft Word 2010 Mail Merge and Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff, 2010-12-31 Laminated quick reference card showing step by step instructions and shortcuts for how to use mail merge and forms features of Microsoft Office Word 2010 The following topics are covered Mail Merge Choosing the Document Type Recipient Lists Creating a Recipient List in Word Selecting an Existing Recipient List Using Outlook Contacts Editing an Existing Recipient List Selecting and Sorting Recipients Writing the Document Creating a Label Document Using an If Then Else Rule Previewing the Merge Merging The Mail Merge Wizard Highlighting Merge Fields Forms Showing Macro and Form Controls Creating a Template Library in Windows 7 Creating the Template File Inserting Content Controls Setting Content Control Properties Add a Title Format

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