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## Word 2003 All-in-One Desk Reference for Dummies

By Doug Lowe

John Wiley & Sons Inc. Paperback. Book Condition: new. BRAND NEW, Word 2003 All-in-One Desk Reference for Dummies, Doug Lowe, Wouldn't it be a waste to own a Porsche convertible and just drive it to the grocery store at 40 mph? If you have Word 2003, you actually have a high-performance word processing program that can do almost anything you tell it to. "Word 2003 All-in-One Desk Reference For Dummies" helps you put the pedal to the metal and your fingers to the keys and cover a lot of territory fast. It includes information on: the basics, such as editing, saving, and printing documents; time-savers, including creating keyboard shortcuts, using styles, and more; jazzing up your documents with borders, shading, shapes, charts, drawings, and clip art; handy desktop publishing tricks; whipping out letters, envelopes, return-address labels, and more. Written by Doug Lowe, author of more than 30 "For Dummies" books, "Word 2003 All-in-One Desk Reference For Dummies" lets you go as far as you want. You can venture off and explore: creating Web pages with Word, how to host a Web site, and more; using XML (eXtensible Markup Language) to store and exchange information in a standardized way that's accessible...



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