



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...

DOWNLOAD



READ ONLINE

[4.35 MB]

Reviews

Simply no phrases to explain. It is definitely simplistic but shocks from the fifty percent from the pdf. You may like the way the blogger write this ebook.

-- **Antonetta Tremblay**

Without doubt, this is actually the very best function by any article writer. it was writtern quite flawlessly and valuable. Once you begin to read the book, it is extremely difficult to leave it before concluding.

-- **Prof. Isobel Heller MD**

Other Books



New KS2 English SAT Buster 10-Minute Tests: 2016 SATs & Beyond

Paperback. Book Condition: New. Not Signed; This is Book 2 of CGP's SAT Buster 10-Minute Tests for KS2 Grammar, Punctuation & Spelling - it's a brilliant way to introduce English SATS preparation in bite-sized chunks. Each set of quick tests is packed...



TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (2-4 years old) in small classes (3)(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the Youth Pre-employment Training software download generated pictures...



Ask Dr K Fisher About Dinosaurs

Kingfisher, Great Britain, 2007. Softcover. Book Condition: New. Sheppard, Kate (illustrator). 32 pages. Multiple copies of this title available. For the first time, Kingfisher brings its expertise in beautifully-designed, trusted non-fiction to the sphere of learning to read. This new graded reading...



Fox All Week: Level 3 (Paperback)

Penguin Putnam Inc, United States, 2004. Paperback. Book Condition: New. James Marshall (illustrator). Puffin Easy-To-Read ed.. 224 x 147 mm. Language: English . Brand New Book. Using their cache of already published easy-to-read books, Puffin launched their Easy-to-Read program. Favorite stories by...



Tinga Tinga Tales: Why Lion Roars - Read it Yourself with Ladybird

Paperback. Book Condition: New. Not Signed; This is a Tinga Tinga tale inspired by traditional stories from Africa. Lion is king of Tinga Tinga but he can't roar! Can his friend Flea help Lion to find his roar and behave more like...



First Fairy Tales

Board book. Book Condition: New. Not Signed; This is a traditional story that is retold in rhyme in this chunky padded boardbook. When a couple of tailors offer to make a suit from material so wondrous that only clever people can see...
