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**Heidi Steele**

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forms plug ins and utilities *Microsoft Word* Nancy Andrews,1987 **How to Do Everything with Microsoft Office Word 2007** Guy Hart-Davis,2007-06-05 We're getting the word out on how to get the most out of Word 2007 This up to date guide makes it easy for both beginners and experienced users to master the powerful features and new interface of Word 2007 You will learn to create professional looking documents effortlessly Practical examples and step by step instructions make even the most complex features simple to grasp while workarounds show you how to circumvent common problems

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features that might work better on paper than in real life      **HTML 3.2 Plus How-to** David Kerven,Jeff Foust,John Zakour,1997 Covering aspects of HTML through version 3.2 this manual includes topics such as multimedia firewalls CGI and forms There are over 40 specific authoring how tos including multiple frames nested tables and Java applets and JavaScript elements with over 200 HTML problems discussed      **Microsoft Office XP Specialist Study Guide** Gini Courier,Annette Marquis,2002-09-18 Here's the book you need to prepare for the seven MOUS exams employers are demanding the most Word 2002 Core Word 2002 Expert Excel 2002 Core Excel 2002 Expert PowerPoint 2002 Core Outlook 2002 Core and Access 2002 Core In depth coverage of official exam objectives Clear explanations of complex Office tasks Practical examples and detailed instructions Authoritative coverage of all exam objectives including Word Core and Expert Inserting and Modifying Text Creating and Modifying Paragraphs and Tables Formatting and Managing Documents Creating and Modifying Graphics Using Mail Merge Excel Core and Expert Working with Cells and Cell Data Managing and Modifying Workbooks Creating and Revising Formulas Importing and Exporting Data Analyzing and Summarizing Data PowerPoint Core Creating and Modifying a Presentation Inserting and Modifying Text and Visual Elements Working with Data from Other Sources Managing and Delivering Presentations Workgroup Collaboration Access Core Creating and Using Databases and Tables Creating and Modifying Queries Creating and Modifying Forms Defining Relationships Producing Reports Outlook Core Creating and Viewing Messages Scheduling Managing Messages Creating and Managing Contacts Tasks and Notes

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