



Word 2000 for Windows For Dummies

Dan Gookin

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Microsoft Word 2000 is a massive program. It does a lot. But the truth is that you don't need to know everything about Word to use it. A better question is: Do you *want* to know everything about Microsoft Word? Probably not. You don't want to know all the command options, all the typographical mumbo-jumbo, or even all those special features that you know are in there but terrify you. No, all you want to know is the single answer to a tiny question. Then you can happily close the book and be on your way. If that's you, you've found your book.

Good news: This book is not meant to be read from cover to cover. *Microsoft Word 2000 For Dummies* is full of self-contained sections, each of which describes how to perform a specific task or get something done. Sample sections you encounter in this book include

- Saving your stuff
- Cutting and pasting a block
- Quickly finding your place
- Aligning paragraphs
- A quick way to cobble a table together
- A caption for your figure
- Step-by-step mail merging guide

There are no keys to memorize, no secret codes, no tricks, no pop-up dioramas, and no wall charts. Instead, each section explains a topic as if it's the first thing you read in this book. Nothing is assumed, and everything is cross-referenced. Technical terms and topics, when they come up, are neatly shoved to the side where you can easily avoid reading them. The idea here isn't for you to learn anything. This book's philosophy is to help you look it up, figure it out, and get back to work.

This book informs and entertains. And it has a serious attitude problem. After all, the goal of the book is not to teach you to love Microsoft Word. Instead, be prepared to encounter some informative, down-to-earth explanations – in English – of how to get the job done by using Microsoft Word. You take your work seriously, but you definitely don't need to take Microsoft Word seriously.

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Eleanor Williams:

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William Hickman:

Spent a free time and energy to be fun activity to do! A lot of people spent their leisure time with their family, or their very own friends. Usually they accomplishing activity like watching television, planning to beach, or picnic inside park. They actually doing ditto every week. Do you feel it? Would you like to something different to fill your own personal free time/ holiday? Can be reading a book may be option to fill your totally free time/ holiday. The first thing that you'll ask may be what kinds of reserve that you should read. If you want to try look for book, may be the publication untitled Word 2000 for Windows For Dummies can be very good book to read. May be it might be best activity to you.

Claudine Currie:

A lot of people always spent their particular free time to vacation or perhaps go to the outside with them friends and family or their friend. Do you know? Many a lot of people spent that they free time just watching TV, or playing video games all day long. If you would like try to find a new activity honestly, that is look different you can read a book. It is really fun to suit your needs. If you enjoy the book which you read you can spent the whole day to reading a book. The book Word 2000 for Windows For Dummies it doesn't matter what good to read. There are a lot of people that recommended this book. These folks were enjoying reading this book. If you did not have enough space to bring this book you can buy the particular e-book. You can m0ore very easily to read this book from the smart phone. The price is not too expensive but this book offers high quality.

Jennifer Joseph:

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