Taming Microsoft Word 2002

Hot tips and cool tricks for business and technical documents

Jean Hollis Weber

How to become an instant expert on:

- Setting up Word 2002 to work your way
- Editing and reviewing documents
- Controlling page layout
- Using templates and styles effectively
- Getting the most from fields
- Working with large or complex documents
- Working with graphics
- And more!

Katie Layman, La Vaughn Hart

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