

## Master how to use the program Word, it has never been cheaper

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It is our view that the book will cover substantially also later versions of Word in easy-to-follow exercises on the following subjects:

- Screen
- Menus + bars, display and use
- Ruler
- Pointer + cursor
- Save, open and close documents
- Change name of document
- Insert + delete text
- Edit + format
- Shortcut keys
- Changing view of document
- Text alignment
- Preview and print-out
- Font and size
- Margin + orientation
- Indentation
- Spelling, grammar + hyphenation
- Tabulator
- Tabs + leader characters
- Paragraph formatting
- Move + copy
- AutoText + AutoCorrect
- Formatted lists – numbers – letters – bullets, including multi-leveiling
- Insert symbols
- Borders lines + shadows
- Headers + footers
- Search + replace
- Managing document
- Creating folders
- The Open Dialog box
- Move, copy + delete or rename
- Find document
- Tables
- Columns and dropped capitals
- Templates, create, use and change
- Wizards
- Forms
- Clip art objects
- WordArt + AutoShapes

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