



Word 2003 für Dummies (German Edition)

Dan Gookin

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Möchten Sie gerne in die Feinheiten des Textverarbeitungsclassikers Word eingeweiht werden? Oder wollen Sie endlich den Schritt von Ihrer Schreibmaschine in die Computerwelt wagen? Dann sollten Sie sich mit diesem Buch auf einen amüsanten Weg durch die Word-Welt begeben!

Dan Gookin erklärt Ihnen sämtliche Menüs, Funktionen sowie Neuerungen der Version 2003 und führt Sie Schritt für Schritt in den Umgang mit Dokumenten, Formaten und Vorlagen ein. Über den alltäglichen Gebrauch von Word hinaus gibt es außerdem viele Tipps und Tricks zur Erstellung kleiner Broschüren, Etiketten und Visitenkarten.

Sie erfahren:

- * Wie Sie Text eingeben, bearbeiten, löschen, suchen & ersetzen, speichern, drucken u.v.m.
- * Was es mit AutoText, AutoFormat und AutoKorrektur auf sich hat
- * Wie Sie Ihre Werke in Form bringen: Absatz- und Zeichenformatierung aus dem Effeff beherrschen
- * Was Sie wissen müssen, um Ihre Dokumente mit Rahmen und Schattierungen, Tabellen und Grafiken aller Art aufzupeppen
- * Wie Sie sich mit Format- und Dokumentvorlagen Ihre Arbeit erleichtern
- * Welche nützlichen Funktionen Word für die Teamarbeit bietet

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