



# Absolute Beginner's Guide to Microsoft Office Word 2003

*Laura Acklen*

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Everything a beginner needs to learn how to use Word is right here, presented in an easy-to-follow format. *Absolute Beginner's Guide to Microsoft Office Word 2003* takes the reader through the basics, from starting Word to creating, editing, and formatting documents. The reader will learn how to use Word's productivity tools, with lots of numbered steps to lead them through the process. Everything from styles to tables to clip art to charts is covered so when finished, the reader will feel confident about using Word's most powerful features.

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