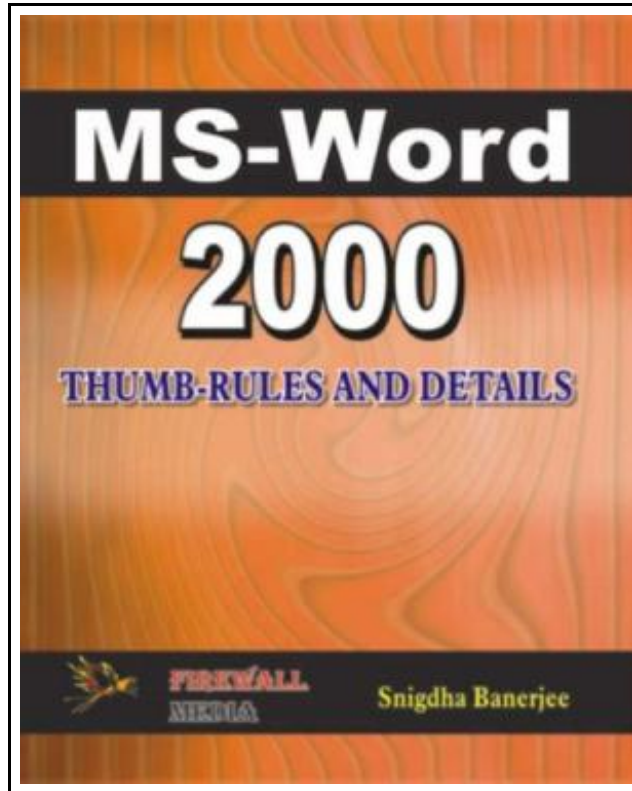# Ms-Word 2000 Thumb-Rules and Details

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Reviews

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MS-WORD 2000 THUMB-RULES AND DETAILS

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Laxmi Publications Pvt. Ltd, 2005. Softcover. Book Condition: New. First edition. This book MS Word 2000-Thumb-Rules and Details has been written for both the beginner as well as the middle level user, with some advanced features included for the advanced user too. It covers the entire course of the Word processing section of DOE "O" level course. No prior knowledge of either computers, or Windows is assumed. Hence, the book should prove to be a boon for the first timers, as well as, those who do not have a ready access to computers. It introduces Windows to the beginner. It also deals with the very basics of Word, including details of the Word screen, and shapes of the mouse pointer-which the user needs in order to make his Word processing more effective. The book develops from the very basics, step by step, to in-depth knowledge of Word. Advanced topics like Mail merge, graphics, tables, charts etc. are dealt with in detail. This is a rare book which deals with topics like the use of Equation editor for the mathematician who wishes to type complicated mathematical expressions. The book contains a large number of examples, which help in understanding the text better. Pictures of dialogue boxes have been included for easier offline reference. In order to develop familiarity with the various icons, pictures of toolbars have been labelled, and toolbutton names are accompanied by pictures of their icons. Summary tables for short-cut keys and mouse techniques to be applied for various actions have been given at the end of most of the chapters. This is supplemented by in-depth presentation of the techniques inside the chapter. Practical tips, warnings, and noting the salient features add to the usefulness of the book. A large number of Hands-on problems are included at the end...

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