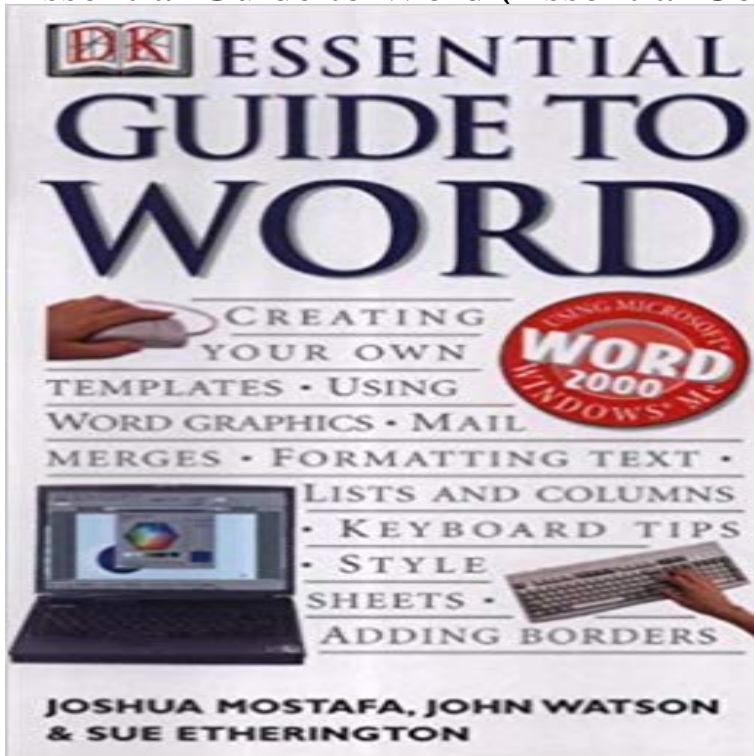


Essential Guide to Word (Essential Computers)



Covering everything on Word 2000, from creating letters and using mailshots, using shortcuts and designing documents to formatting tables and drawing objects, this guide includes a wide range of facts, charts, lists and illustrations shown with screen grabs.

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