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introduction

on software

and

information on

creating a

postcard,

flyer,

brochure, and

newsletter.

Other tips

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include how to
work with
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for self-

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Showing how to

use FrontPage

2000 to create

an exciting

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simple set of
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publishing a
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for beginning
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offers fast-

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quickly
grasping the
latest Web
creation
application.

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Using Publisher
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with easy to follow
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illustrations, helpful
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demos. Updated to

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cover Microsoft
Publisher 2019,
this guide will

show you how to:
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and find your way
around the ribbon
menu Lay out and
design your page
Use page parts,
text boxes,
borders and

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accents Use pre-
designed
templates, and

build your own
Format text: bold,
italic, underlined,
strike, and
super/subscript

Align, highlight and
change text colour

Cut, copy, paste
and using the

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headers and
footers Insert
SmartArt and
clipart Add charts,
tables, equations
and special
characters Add
photos, crop, wrap
text and use
effects Print your
publications Check

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grammar You'll
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edition handy as
you make your
way around
Microsoft
Publisher. Have
Fun!

Teaches software
by showing how to
create documents

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people can use in
their work.

In an
approachable
guide to working
with Microsoft
Internet Explorer
5, this book offers
fast-paced,
straightforward
learning exercises
for quickly

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In Microsoft
grasping the latest
Web browser
basics and
building
proficiency.

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(Microsoft
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Training Edition
Microsoft Publisher
2013:
Comprehensive

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In Microsoft
Microsoft Publisher
Publisher 2000
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Microsoft Publisher
2.0 for Windows
Quick Course in
Creating a Web
Site Using
Microsoft
FrontPage 2000
Experience learning
made easy—and
quickly teach yourself
how to create
impressive documents
with Word 2007. With

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indexes, a table of
contents Send
documents for review
and manage revisions
Turn your ideas into
blogs, Web pages, and
more Your all-in-one
learning experience
includes: Files for
building skills and
practicing the book's
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(Microsoft Office)
interface Windows
Vista Product Guide
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This is supposed to be

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Publisher 2000

**the age of instant and
constant
communication, right?**

**And if you have a
business, belong to an
organization, or have a
cause you want to
promote, a great-
looking flyer or
brochure can say a lot.**

**If you have Microsoft
Office Professional,
Small Business, or
Ultimate on your PC,**

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(just want to use)
Publisher to get some
things done. Then
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Dummies is just the
book for you! It has
just what you need to
know to Understand
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a page Set up a flyer or
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printing or posting
online Whether you're
selling a product or
service, getting the
word out about a not-**

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organization, or

(helping out your

church, synagogue, or

school, Microsoft

Office Publisher 2007

For Dummies makes it

easy.

Microsoft Publisher

2013: Introductory

Fast-track Training

for Busy People

Quick Course in

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**Microsoft Office 97
Quick Course in
Microsoft Publisher
2002**

This easy to use,
approachable guide
provides fast-paced, to-
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learning exercises for
quickly grasping
application basics and
building proficiency.
Designed for the
beginning to

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intermediate student, the book can be used for self training and instructor-led classes, focusing on using the computer to get specific tasks done at home or at work.

Knowledge of desktop publishing is essential to securing a job as a computer operator or to start your own DTP studio. This 7- in - 1

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book covers

CorelDRAW, 2000

(Quick Course)
Photoshop, PageMaker,

QuarkXPress, MS

Publisher, Corel

VENTURA, and Adobe

illustrator, besides

necessary details about

basics of printing and

publishing ý all

necessary components

to create high quality

brochures, books, flyers,

newsletters, magazines

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etc.

Provides step-by-step instructions for utilizing Microsoft Publisher 2000 to create and publish professional-looking publications in print and on the Web, in black and white or in color. Original. 25,000 first printing.

(Intermediate).

Rapidex Dtp Course
Microsoft Publisher

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In Microsoft
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(Quick Course in
Microsoft Publisher
2000

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Microsoft PowerPoint
2000

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Outlook 2000 At
a Glance"" gives
readers a fast,
easy, visual way
to solve**

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*problems and get
work done with
(the latest
version of
Microsoft's
popular desktop
information
management
program. This
reference title
delivers concise
answers and is
an ideal desk-
side companion*

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*for users who
need quick
problem-solving
information.*

*Still working
the hard way?
Make your life
easier with this
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articles from
Editorium
Update, a nitty-
gritty
electronic*

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*newsletter for
publishing
professionals.*

*Here's the scoop
on Microsoft
Word's macros,
styles,
templates,
wildcards,
customization
features, and
much, much more.
Full of
specific, step-*

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*by-step examples
that will take
you far beyond
the basics, this
is a rich and
detailed guide
for anyone who
wants to master
Microsoft Word.
Some of the
sharpest, most
useful tidbits
about Microsoft
Word I've ever*

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*seen. Jack Lyon
does a superb
(job of Course)
presenting
expert-level
instruction at a
level almost any
Word user can
manage. -Dan A.
Wilson, The
Editor's Desktop
This is not your
usual 'Ctrl+B
will make*

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*characters bold'
stuff. This is
(serious Course)
information for
people who
regularly use
Word to edit
serious
material. -Tom
Anderson, Word
Help for
Professional
Editors, Sacra
Blue. Jack Lyon*

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*is quite simply
the Microsoft
Word Jedi
Master: Obi-
Jack. He
automates tasks
in Word that
would be hard to
do 'by hand'-and
in some cases,
just flat out
wouldn't be
possible to do.
If you use Word*

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*to do your job,
like me, and
(have wished that
Word 'could only
do this or only
do that' . . .
check it out.*

*-Doug Clapp,
PocketPCPress*

*Jack M. Lyon is
a book editor
who got tired of
working the hard
way and started*

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**creating
programs to
automate editing
tasks in
Microsoft Word.**

**He's been
working in
publishing since
1978 and editing
on the computer
since 1985. In
1996 he founded
the Editorium (www.editorium.com)**

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) , which provides Microsoft Word add-ins for publishing professionals. Formerly managing editor at Deseret Book Company, he now owns and operates Waking Lion Press (www.wakinglionpress.com).

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com). He is also
the coauthor of
a business book,
*Managing the
Obvious*, and a
contributor to
Word Hacks from
O'Reilly.

*Provides
illustrated step-
by-step
instructions for
using the
Microsoft Excel*

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**2000 spreadsheet
program
Microsoft Office
Publisher 2007
Step by Step
Quick Course in
Microsoft
Publisher 2003
Quick Course in
Microsoft Office
2000
Quick Course
Microsoft Manual
of Style**

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Ideal for use as a self-paced training guide or for instructor-led training, this book offers fast-paced tutorials and learning exercises for quickly grasping spreadsheet basics and building proficiency.

Microsoft Publisher

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2019 is an Office
application that
allows you to create
professional
documents such as
newsletters,
postcards, flyers,
invitations,
brochures, and
more using built-in
templates.

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tutorials and
learning exercises
for quickly grasping
desktop publishing
basics and building
proficiency.

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Microsoft Access
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Quick Course in
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2000

Microsoft Outlook
2000 at a Glance
The Step-by-step
Guide to Using
Microsoft Publisher
2019

Learn how to

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spreadsheets
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important
tasks, such as
analyzing
income,
budgeting, and
tracking
projects. Here
is a concise
and friendly
training**

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solution for
beginners. The
core of the
book is a
logical
sequence of str
aightforward,
easy-to-follow
instructions
for building
useful business
documents.
Maximize the

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writers,
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everyone else
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technology.
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Microsoft—you
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comprehensive**

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examples and
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and accurately
about technical
topics—across a
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showing how to
create
documents
people can use
in their work.
Chapters cover
the basics of
each**

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application of
the Office 2000
suite and then
move on to more
advanced
topics.

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approach and user-
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Illustrated Series
engages both
computer rookies
and hot shots in
mastering Microsoft
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efficiently. Skills are
accessible and easy-
to-follow thanks to

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hallmark 2-page
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students to see an
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computers. Each unit*

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demonstrates in
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documents,
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PeopleQuick

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for many types
of information.

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information on
tables and
forms, database

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through each
lesson of
learning Office
2013, all while
you work at your
own pace. The

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lessons allow
(you to discover
the new features
and capabilities
of the new
Office suite.

Each lesson
includes step-by-
step
instructions and
lesson files,
and provides
valuable video

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series of short,
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new features of
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and running with
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