



## Microsoft Word 2002 Made Easy

*Katie Layman, LaVaughn Hart*

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# Microsoft Word 2002 Made Easy

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**Microsoft Word 2002 Made Easy** Katie Layman, LaVaughn Hart

This book provides users with thorough coverage of features and simple step-by-step instructions to quickly master the Microsoft Word 2002 program. A “learn by doing” approach is achieved through numerous hands-on activities and the easy-to-follow chapter instruction lists. The book also prepares learners for the Microsoft Office User Specialist certification exams for Word Core and Word Expert. Main headings for specific chapters include: creating and editing business documents, working with special features, creating reports and special documents, advanced documents and features, and desktop publishing. For office support personnel, administrative assistants, secretaries, office assistants, trainers, computer help desk professionals, and office users of the MS Word program.

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