Word 97 for Windows for Dummies

Dan Gookin

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Cut and paste, search and replace, format and print, or delete and destroy to your heart's content with the latest upgrade to Word, Microsoft's powerful word processing software for Windows 95. Whether you're writing everyday office documents, formatting mail-merge letters, composing fancy brochures and newsletters, or creating content for the World Wide Web, Dan Gookin's humorous, insightful guide to all things Word safely steers you through the ins and outs of the wondrous ways that Word works.

Word 97 For Windows For Dummies is the fun and easy way to create great-looking documents in Word (and to find out what to do when bad things happen). This book features sound advice and step-by-step details on everything from Word basics to advanced features (such as including graphics, tables, and charts in your documents and using Word's integrated wizards to make formatting, printing, and other cool Word stuff as easy as point-and-click).

Plus, be sure to check out Dan's Top Ten Lists for Word 97, including ten cool tricks, ten features you don't use (but paid for anyway), ten shortcut keys worth remembering, and the ten commandments of Word.

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