

# **How Do I Turn A Word Document Into A**

**David Pogue** 

#### **How Do I Turn A Word Document Into A:**

**Power Excel and Word** Dan Gookin, 2006-12-26 Best selling author Gookin keeps readers laughing while he takes them from being a ho hum user to an advanced Office maven Charles Carr ComputorEdge Magazine www computoredge com Just about anyone can slap together a Word document or fill an Excel grid with numbers but power users understand how to tap into the full functionality of these applications Best selling author Dan Gookin skips what you already know and takes you directly to the best and most useful parts of Word and Excel the commands shortcuts and combinations of functions that will give your creations that extra added wow factor The only book to focus exclusively on these two critical applications Power Excel and Word teaches you how to harness their power and avoid their pitfalls in one compact volume By following step by step tutorials you ll discover how to work faster easier and smarter Learn essential techniques you ll use every day including how to Precisely format a paragraph in Word Manipulate drawings and pictures in a document Create your own custom tool bars Know when to use a table in Word and when to insert an Excel worksheet Embellish your documents and reports Generate sophisticated charts and graphs by importing Web based content Use styles and templates to save oodles of time Protect your documents against unwanted changes Employ Excel as a database manager Share your work with others Produce a list in Excel as a mail merge database for Word And much much more Most Office books are boring and quickly go out of date Dan Gookin takes a uniquely entertaining approach designed to increase your skills whether you re using Office 2003 Office XP or Office 2000 And many of these tricks are even effective in Office 97 Word for Microsoft 365 Training Manual Classroom in a Book TeachUcomp, 2024-03-26 Complete classroom training manual for Word for Microsoft 365 Includes 369 pages and 210 individual topics Includes practice exercises and keyboard shortcuts You will learn document creation editing proofing formatting styles themes tables mailings and much more Topics Covered CHAPTER 1 Getting Acquainted with Word 1 1 About Word 1 2 The Word Environment 1 3 The Title Bar 1 4 The Ribbon 1 5 The File Tab and Backstage View 1 6 The Ouick Access Toolbar 1 7 Touch Mode 1 8 The Ruler 1 9 The Scroll Bars 1 10 The Document View Buttons 1 11 The Zoom Slider 1 12 The Status Bar 1 13 The Mini Toolbar 1 14 Keyboard Shortcuts CHAPTER 2 Creating Basic Documents 2 1 Opening Documents 2 2 Closing Documents 2 3 Creating New Documents 2 4 Saving Documents 2 5 Recovering Unsaved Documents 2 6 Entering Text 2 7 Moving through Text 2 8 Selecting Text 2 9 Non Printing Characters 2 10 Working with Word File Formats 2 11 AutoSave Online Documents CHAPTER 3 Document views 3 1 Changing Document Views 3 2 Showing and Hiding the Ruler 3 3 Showing and Hiding Gridlines 3 4 Using the Navigation Pane 3 5 Zooming the Document 3 6 Opening a Copy of a Document in a New Window 3 7 Arranging Open Document Windows 3 8 Split Window 3 9 Comparing Open Documents 3 10 Switching Open Documents 3 11 Switching to Full Screen Mode CHAPTER 4 Basic Editing Skills 4 1 Deleting Text 4 2 Cutting Copying and Pasting 4 3 Undoing and Redoing Actions 4 4 Finding and Replacing Text 4 5 Selecting Text and Objects CHAPTER 5 BASIC PROOFING Tools 5 1 The Spelling and

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