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# Microsoft Word Pocket Guide Template

**Michael Rajnik**



## **Microsoft Word Pocket Guide Template:**

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**Word Pocket Guide** Walter J. Glenn, 2002 Microsoft Word, the ubiquitous word processing program, we all know and love. So rich in features is Word that regardless of your level of expertise, there's always more you can master. Whether you are a power user, help desk staff, or anyone who wants to use advanced shortcuts or solve problems, you'll want to keep a copy of the Word Pocket Guide nearby. Packed with information, this compact guide is a useful, condensed tool that covers Microsoft Word's keyboard shortcuts, user interface commands, and tasks. This handy little book is easy to use anywhere; it's the perfect quick reference for all users who want to complete tasks faster without having to plow through a thousand-page tutorial. The Word Pocket Guide covers Word 2002, 2000, and 97. It includes a brief explanation of how Word works behind the scenes, an extensive guide section for common tasks, as well as little-known solutions. Reference tables for keyboard shortcuts, regular expressions, and common file locations. If you're new to Word, this book will get you up to speed quickly. If you consider yourself an advanced user, you'll be surprised and pleased with some of the new Word tricks this book will teach you.

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**Mac OS X Leopard Pocket Guide** Chuck Toporek, 2007-11-06 No matter how much Mac experience you have, Mac OS X Leopard requires that you get reacquainted. This little guide is packed with more than 300 tips and techniques to help you do just that. You get all the details you need to learn Leopard's new features, configure your system, and get the most out of your Mac. Pronto! Mac OS X Leopard Pocket Guide offers an easy-to-read format for users of all levels. If you're a Mac newcomer, there's a Survival Guide that explains how to adapt, and a chapter on Mac OS X's key features. Experienced Mac users can go right to the heart of Leopard with chapters on system preferences, applications, and utilities, and configuring. In all, plenty of tables, concise descriptions, and step-by-step instructions explain what's new in Leopard, including the Time Machine. How to use Leopard's totally revamped Finder. All about Spaces and how to quickly flip between them. How to search for and find things with Spotlight. How to use Leopard's enhanced Parental Controls. Handy keyboard shortcuts to help you be more efficient. Quick tips for setting up and configuring your Mac to make it your own. If you're ready to tame Apple's new cat, this is the guide you want.

**30+ Brain-Exercising Creativity Coach Businesses to Open** Anne Hart, 2007-01-02 Exercise your brain's right hemisphere to write words using improved visual imagery. Here's how to open 30 businesses as a creative writing coach, incorporating selected techniques for healing and memory enhancement inspired by music, drama, and art therapists. Learn healing techniques from creative writing therapists using the tools of music, visual imagery, and expressive arts therapies in the background. It's a multimedia approach to enhancing creativity, memory, and to write salable work. Are you interested in guiding life-story writers in a variety of environments, from life-long learning or reminiscence therapy to working with hospice chaplains? Be an entrepreneur, career coach, or manuscript doctor, organizing groups using music and art in the background to inspire authors. Design brain-stimulating exercises for specific types of writing. Tired of analyzing puzzles to build brain

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