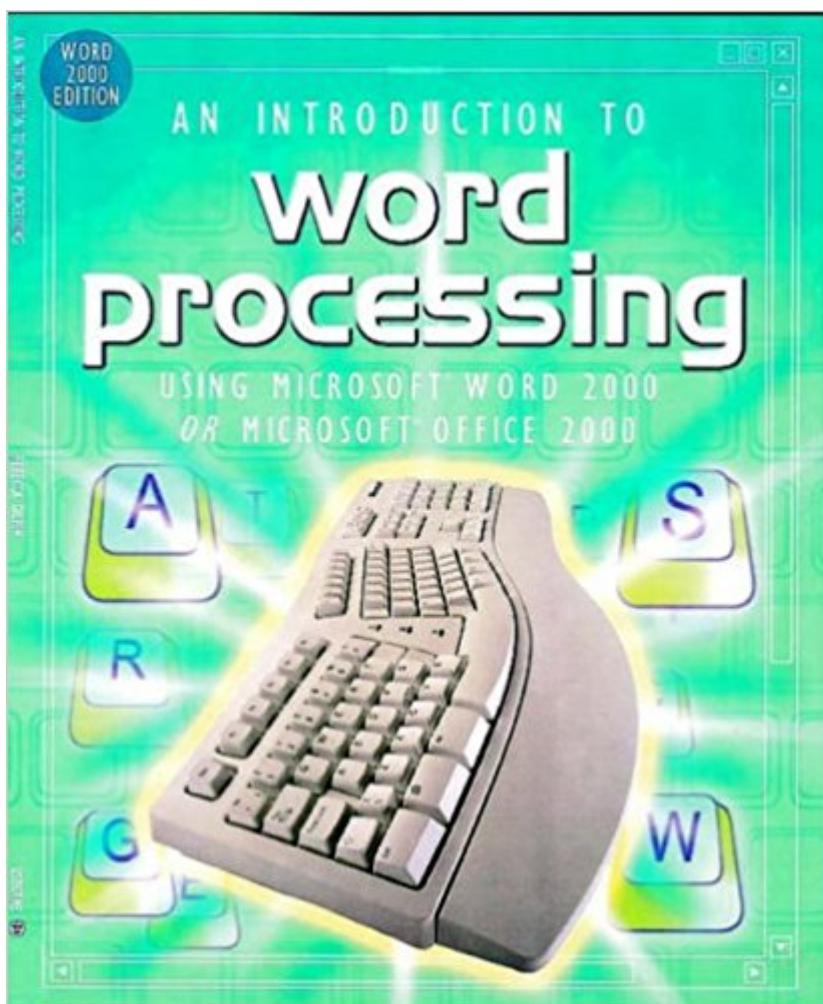The book was found

An Introduction To Word Processing: Using Microsoft Word 2000 Or Microsoft Office 2000

Synopsis

The "Usborne Computer Guides" series is designed to help the complete beginners, as well as those who want to build on their experience, develop a wide-range of word-processing skills, using Word 2000 or Office 2000. Users are taken step-by-step through all the basics, such as writing letters and creating letterheads with simple graphics. Each double page is filled with screenshots and illustrations and includes tips and advice, using clearly-written jargon-free text.

Book Information

Paperback: 64 pages

Publisher: Usborne Pub Ltd; 2000th Word ed. edition (January 2001)

Language: English

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Product Dimensions: 0.2 x 8 x 10 inches

Shipping Weight: 3.2 ounces (View shipping rates and policies)

Average Customer Review: 1.0 out of 5 stars   1 customer review

Best Sellers Rank: #2,481,484 in Books (See Top 100 in Books)   #88 inÃ Â Books > Children's Books > Computers & Technology > Software   #467 inÃ Â Books > Computers & Technology > Software > Microsoft > Microsoft Word   #551 inÃ Â Books > Computers & Technology > Software > Word Processing

Age Range: 10 and up

Grade Level: 5 and up

Customer Reviews

Introduction to Word Processing Word 2000 (Software Guides)Just another computer guide to waste money on. I have tried numerous books over the years, and have found most of them very good, but did not like this one.

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