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# Word 97

## Basic Skills



**S Coles and J Rowley**

**A progressive course for new users**

# Word 97 Basic Course

**Wolfgang Guggemos**



## **Word 97 Basic Course:**

**Word 97 Basic Course** McGraw-Hill Staff, Sharon Ferrett, 1998-09 Word 97 Basic Course from Glencoe's Professional Approach Series equips students with the skills needed to successfully use Microsoft Word. An extensive array of exercises teaches and challenges students while illustrations of screens and the accompanying icons help them to follow instructions for hands-on practice. Students gain real-world experience by performing many of the same tasks required in business settings. A comprehensive instructional package allows instructors to tailor the program to teaching styles, lab needs, student objectives, and student learning styles. *Microsoft Word 97* Marie L. Swanson, 1997 *Microsoft Word 97 Made Easy* Katie Layman, LaVaughn Hart, 1997-08 Introduces the Microsoft Word 97 program with numerous hands-on activities and easy-to-follow instruction lists that allow learning by doing. Provides essential program functions early in the book demonstrating these functions through carefully guided walk-throughs accompanied by thorough but brief explanations of the Word function being presented. The book presents the proper formats for a variety of real-world business documents, i.e., memorandums, e-mail messages, letters, reports, resumes, etc. All novice MS Word 97 users. **Quick Course in Word 97** Joyce Cox, Christina Dudley, 1997 This Quick Course focuses on creating impressive-looking documents including a business letter, an eye-catching press release, and a company flyer. *Microsoft Word 97* Peter G. Harrison, 1998 *Microsoft Word 2000 Proficient One-Day Course* Faith Wempfen, 2000 **The Army Lawyer**, 1998 **Teach Yourself Microsoft Word 97 in 24 Hours** Linda Jones, Ruel T. Hernandez, 1997 Jones enables readers to quickly become productive with the latest version of Microsoft Word. This is a basic training manual aimed at the beginner which also details changes from earlier versions and includes tips for more experienced users. **Microsoft Word 97 Advanced** Kathy Warfel, Catapult, Inc., 1999 **Quick Course in Microsoft Word 97** Online Press, Inc. Staff, 2000-02 Quick Course books offer streamlined instruction for the new user in the form of no-nonsense-to-the-point tutorials and learning exercises. This title demonstrates in easy steps how to create impressive-looking documents including a business letter, an eye-catching press release, and a company flyer. **The National Guide to Educational Credit for Training Programs** American Council on Education, 2005 Highlights over 6,000 educational programs offered by business, labor unions, schools, training suppliers, professional and voluntary associations, and government agencies. *Microsoft Word 97 Step by Step, Complete Course* Russell Borland, Catapult, Inc., 1997 Catapult Inc. is a national software training company which offers these Step by Step titles. The instructions give readers just the information they need to get their work done with no unnecessary text or distractions. The CD-ROM completes the picture with practice files to be used with the lesson. *Microsoft Word 97 Made Easy* Katie Layman, LaVaughn Hart, 1998 Text Highlights a wealth of guided and independent hands-on exercises, clear, accurate, task-oriented step-by-step instructions, coverage of new office technologies such as faxing, e-mailing, and using OLE, early coverage of major program features such as newspaper columns, fonts, and tables, focus on correct document formatting techniques, and unique Language Arts Skill

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