

# **Practical Approach to Microsoft Word 97 for Windows 95**

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# Practical Approach To Microsoft Word 97 For Windows 95

**IM Harris**



## **Practical Approach To Microsoft Word 97 For Windows 95:**

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creating bookmarks downloading files and sending and receiving e mail This supplement also details the components of a Web page and explains how HTML and Web publishing programs can be used to create Web pages Microsoft Word 97 Marie L. Swanson,1997 Getting started with Windows 95 Using the mouse Starting a program Using menus and toolbars Dialog boxes Scroll bars Closing a program Managing files folders and shortcuts Formatting a disk Creating a paint file Understanding file management Viewing files Moving and copying files Deleting and restoring files Managing files on the desktop Getting started with Word 97 Editing and proofing documents Formatting a document Working with tables Formatting pages AutoFormat and Styles Merging Word documents Graphics Sharing information Creating a Web site with Word Larger documents Using forms Charts Text and text objects AutoText and Macros *InfoWorld* ,1996-09-30 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **Introduction to Computer Programming in Visual Basic 4.0** Robert J. Spear,Timothy M. Spear,1997 Written for university and community college students whose programming interests are Windows based and business oriented this text assumes no previous knowledge of computer programming In conjunction with Windows 95 and Visual Basic 4 0 software this text will help students learn the fundamentals of writing computer applications in a Windows environment It will allow them to create powerful graphical programs for school home or business The authors project approach takes the student through a seven step programming process to create working applications As the student s competence grows step by step instructions become less detailed Students learn structured programming techniques and a systematic approach to writing and debugging programs that are applicable to any language At the same time they become proficient in most of the features of Microsoft Visual Basic 4 0 **Understanding Computers** Charles S. Parker,1998 Communicate explore create As illustrated by the electronically generated cover image computers can unleash your productivity imagination and creativity In *Understanding Computers* 98 Edition Charles S Parker helps prepare you not only for the present but also for the constantly changing future The text is packed with leading edge topics like intranets webcasting Java 3 D interfaces digital video disks and more In addition to learning about current technological issues you ll gain a firm understanding of the fundamental concepts of computers explained in a clear straightforward style Book jacket Getting Started with the Internet Floyd Fuller,1998

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