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(Dr. Kayley Kovacek PhD)

WORDPERFECT 12 FOR DUMMIES

John Wiley & Sons Inc. Paperback. Book Condition: new. BRAND NEW, WordPerfect 12 For Dummies, Margaret Levine Young, David C. Kay, Richard Wagner, Do you take the shortest route instead of the side roads when you're trying to get somewhere? Do you choose the streamlined model instead of one loaded with gizmos and gadgets? Do you value ease over extras? WordPerfect 12 is practical software designed to help you create great-looking, readable documents. Whether you're a recent convert from longhand (welcome to the modern world) or a word processing pro, "WordPerfect12 For Dummies" covers what you need to know, including: the basics, like using menus and toolbars, saving, editing, and printing files, getting help, and more; editing and formatting text, adding page numbers, charts, cool fonts, borders, backgrounds, and more; using templates to make your life easier; creating envelopes and labels and doing multiple mailings; using the compatibility toolbars, Workspace Manager, Office Ready template browser, and wireless office capabilities; creating and integrating columns, tables and graphics; creating Web pages, Adobe Acrobat Documents, XML files, and even Microsoft Office documents; and, publishing your document as a Web Page. "WordPerfect12 For Dummies" was written by Margaret Levine Young, David C. Kay, and Richard Wagner, all computer gurus who have written or contributed to other For Dummies books and numerous computer books. After it shows you how to do what you need to do, it inspires you to do things you probably didn't know you could do, such as: changing Workspaces to the WordPerfect Legal mode if you need to create legal documents; choosing from 26 different tool bars to fit the way you work and what you're working on; using WordPerfect Office Ready for 40 additional templates; printing bar codes and, using Microsoft Outlook contact information in Word Perfect, First, you'll get...

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