

Quick Course[®]

in Microsoft

Word

2002

Training Edition

Fast-track training[®] for busy people

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Content overview

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PART ONE: LEARNING THE BASICS

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As you write a simple business letter, you learn techniques for creating and saving documents, giving instructions using the mouse and the keyboard, and applying formatting. Then we show you how to get help and quit Word.

2 Creating Letter-Perfect Documents 46

You learn how to use AutoText and AutoCorrect, and you explore more editing techniques. Then you organize the document in outline view. You search for and replace text, check spelling, and see how to track editing changes.

3 Creating Eye-Catching Documents 86

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