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A guide to Microsoft Word covers such topics as formatting, using columns, adding images, and integration with other software.

Explains how to use the Microsoft Office suite to create letters, documents, spreadsheets, presentations, e-mail, and Web sites.

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This title is designed precisely for the beginning-level user--somebody who doesn't want to become an Office expert but just wants to get productive as quickly and as smoothly as possible. Written by an expert in the field who is familiar with what actual users need to know about Office, the book details the best tools, shortcuts, and ways to accomplish the most common tasks in Office, and avoids the little-used features.

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