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Corel WordPerfect 10. 0 Quick Source Guide Quick Source (Firm),2002-05-01 .

Corel WordPerfect 8.0 Quick Source Reference Guide Quick Source (Firm),Quick Source Staff,2000-06-01

Microsoft Word 2000 Quick Source Guide Quick Source Staff,1999-07

Microsoft Word 98 Quick Source Reference Guide for Macintosh Quick Source Staff,2000-08-01

Corel WordPerfect X3 Quick Source Guide Quick Source,2006-07-01

Corel WordPerfect 9.0 Quick Source Reference Guide QUICK Source,Quick Source Staff,2000-09-01

Lotus Word Pro Millennium Edition 9.0 Quick Source Guide Quick Source Staff,2000-02-01

Crystal Reports 10 Quick Source Guide Quick Source,2004-11-01 This 6 page, tri-fold, full-color, guide is an invaluable resource for anyone who uses Crystal Reports 10! In a clear, user-friendly format, it provides step-by-step instructions, short cuts and tips on how to execute the basic commands of the software, as well as pointing out the NEW features of this version. Topics include: Using the Field Explorer; Opening, Creating, and Saving a Report; Positioning, Resizing, Cutting, Copying, Pasting, and Adding Fields; Finding, Sorting, and Formatting Data; Filtering a Database Field; Adding a Summary; Using the Format Painter Tool and the Formula Workshop; Creating and Editing a Formula; Working with a Parameter Field; Inserting a Line, a Box, a Picture, and a Border; Creating a Hyperlink; Creating, Changing, Formatting, and Saving a Chart; Printing, E-mailing, and Exporting a Report; Creating Mailing Labels; and much more! An excellent instructional tool for the user new to Crystal Reports 10, it also serves as a handy reference for the more experienced user.

Eudora 5.1 Quick Source Reference Guide Quick Source (Firm),2001-11-01

Microsoft Word 97 Quick Source Guide Quick Source (Firm),Quick Source Staff,1998-08-01

Word 2010 Quick Source Guide Quick Source,2010-05

Word 2003 Advanced Quick Source Guide Quick Source,2006-06-01 This 6 page, tri-fold, full-color, guide is an invaluable resource for anyone who uses Word 2003! In a clear, user-friendly format, it provides step-by-step instructions, short cuts, and tips on how to execute more advanced commands of the software. Advanced topics include: Creating Text Columns, Inserting a Drop Cap, Applying Text Effects, Changing Character and Line Spacing, and Text Styles. It covers graphic topics such as Inserting WordArt, a Background, a Watermark, and an AutoShape. It also shows how to Group and Order Objects and Wrap Text around an Object. It covers more advanced Table features, as well as Creating and Editing Charts and Diagrams. The guide covers how to work with Complex Documents and Text Boxes. It covers Recording, Running, and Deleting Macros, as well as covering Security features in Word. It will also show you how to Customize Word and much more! This is an excellent companion to the Word 2003 Quick Reference Guide.

Lotus Notes 6. 0 Quick Source Guide Quick Source (Firm),2002-12-01 This 6 page, tri-fold full-color guide is an invaluable resource for anyone who uses Lotus Notes 6.0! It provides step-by-step instructions on how to: customize the welcome page; open and manage databases and documents; create and remove bookmarks; utilize and modify the address book; send and receive mail; view, add, edit, and reschedule calendar entries; create and view ?to do? lists; replicate a database; and much more! An excellent instructional tool for a user new to Lotus Notes 6.0, it also serves as a handy reference tool for the more experienced user.

Lotus Notes 6. 5 Quick Source Guide Quick Source,2003-11 This 6 page, tri-fold, full-color guide is an invaluable resource for anyone who uses Lotus Notes 6.5! In a clear, user-friendly format, it provides step-by-step instructions, short cuts and tips on how to execute the basic commands of the software. Topics include: Customizing the Welcome Page; Using the NEW Workplace Welcome Page; Opening and Managing Databases and Documents; Creating, Sending, Receiving, Viewing, Forwarding, Flagging, and Blocking Mail Messages; Attaching Files, Delegating Access, and Replying to Mail Messages; Viewing, Adding, and Changing Contacts in the Address Book; Printing Contacts as Labels; Adding, Editing, and Rescheduling a Calendar Entry; Scheduling a Meeting; Printing a Calendar; Working with To Do Items; Exporting Data; Using the NEW Instant Messaging features; Replicating a Database; Creating and Removing Bookmarks; and much more! An excellent instructional tool for a user Lotus Notes 6.5, it also serves as a handy reference tool for the more experienced user.

Word 2013 Quick Source Guide Quick Source (Firm),2013-01-01

Microsoft OneNote 2003 Quick Source Guide Quick Source,2004-06-01 OneNote 2003 enables you to store all your notes in a single location on the computer, capture information in multiple ways, and organize and

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