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Microsoft

Running Microsoft® Works 3

for the Apple® Macintosh®

The Complete Guide to Microsoft Works Version 3 for the Apple Macintosh

It's the fast and easy way to get up to speed using Microsoft's award-winning integrated software for the Apple Macintosh. It's the perfect home office and small business companion! In no time at all you'll be using the word processing, database, spreadsheet, graphics, and communications productivity tools in Works to accomplish everyday computing tasks.

You'll learn how to combine data from various documents within Works, move data between Works and other programs, customize Works to your specific needs, and use the sophisticated Draw program. Keep this handy guide next to your Mac for instant answers and timesaving tips!

Praise for the first edition:

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—Computer Book Review

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Works, Apple Macintosh

You'll learn to:

- Create logos and "electronic stationery"
- Print form letters and mailing labels
- Organize customer and business records
- Create a multicolumn newsletter with graphics
- Develop a consolidated budget report
- Set up an inventory system
- Create an expense and income ledger
- Prepare loan amortization tables
- Set up an appointment calendar
- Create business charts

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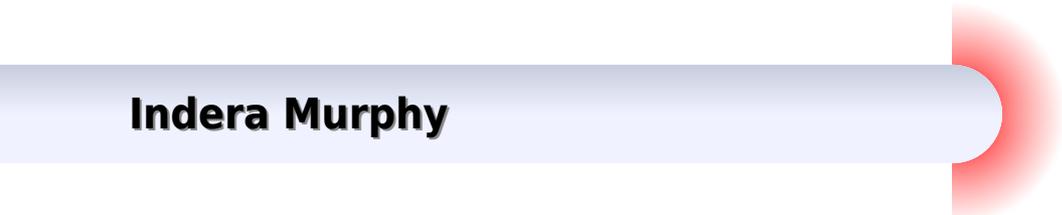
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Running Microsoft Works

Indera Murphy



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Running Microsoft Works 3 for the Pc Charles Rubin,1993-01-01 Introduces users to the latest version of Microsoft Works from three different approaches First the book provides users with an introduction to basic tasks Second the book provides a general overview of the individual tools within the software program Third the book provides advanced tips through the use of practical hands on projects

Teacher Templates for Microsoft Works(r) Javier Martinez,2000-08

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Running Microsoft Works 3 for the Apple Macintosh Charles Rubin,1993 The updated edition of this successful book clearly targets new business users Rubin s project driven approach to learning Works appeals to both beginning and intermediate Works users They not only learn the features of Works but discover how to create logos print form letters organize customer and business records develop and consolidate budget reports and set up inventory systems

No Stress Tech Guide to Microsoft Works 9 Indera Murphy,2008-05 The No Stress Tech Guide To Microsoft Works 9 will lead the novice and intermediate user through the features and applications that are part of Works 9 which will take your

skills to the next level After completing the exercises in this book you will be a Works 9 power user The table of contents takes the HOW TO approach which makes it easier to find exactly what you are looking for At the end of each lesson is a Test Your Skills section to further ensure that you are learning the topics that are covered The exercises in this section allow you to practice what you learned in the lesson Microsoft Works is an integrated software package that includes a word processor spreadsheet database and other tools This book is divided into 5 sections Works Overview Word Processing Spreadsheets Databases and Organization A hands on approach is usually the best way to learn most things in life This book is a visual guide that has over 500 screen shots that practically eliminate the guess work which lets you know that you are doing the steps correctly There are time saving tips advice and humor to help you get the most out of Works Works 8 8 5 ISBN 978 0 9773912 1 9 is also available Microsoft Works 4 for Windows 95 Michael Halvorson,1996 Students learn how to design build edit and enhance Works 4 documents spreadsheets and databases with this highly visual step by step text This text also covers telecommunications draw features and integrating Works 4 applications Includes CourseHelp **Using Microsoft Word 2002** Bill Camarda,2001 The most detailed business focused guide to Microsoft Word 2002 in the marketplace This book focuses on maximizing user productivity with real world documents in real world environments Topics covered include using Word as an e mail editor using Word 2002 s speech command control and dictation creating organization charts Word document privacy and security options and managing document collaboration and revisions **An Introduction to Computing Using Microsoft Works, Version 4 for Apple Macintosh** Bruce Presley,William Freitas,1996 *Using Microsoft Works 4.5* Debbie Walkowski,1997 **Using Microsoft Works 4.0 for Windows 95** Richard T. Christoph,Glenn T. Smith,1996 This text starts by introducing basic concepts and terminology and moves to advanced topics that even experienced users may not be familiar with In addition it focuses not just on keystrokes but on the concepts behind the keystrokes An instructor s manual is available 0 13 456344 1 *Using Microsoft Works for Windows* Glenn T. Smith,Richard T. Christoph,1993 This book provides an introduction to microcomputer applications and contains fifteen chapters covering not only Microsoft Works but also introductory hardware topics and the Window operating environment Each chapter describes how operations are performed and includes numerous screens and menus showing the reader what they will encounter while performing the operation Narratives are followed by short self tests and step by step tutorials leading readers through a hands on implementation of the concepts covered in the chapter *InfoWorld* ,1986-09-22 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **PC Mag** ,1994-02-08 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology Using Microsoft Windows 2000 Professional Robert Cowart,Brian Knittel,2000 Covers installation configuration Registry manipulation network management Active Directory and security

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