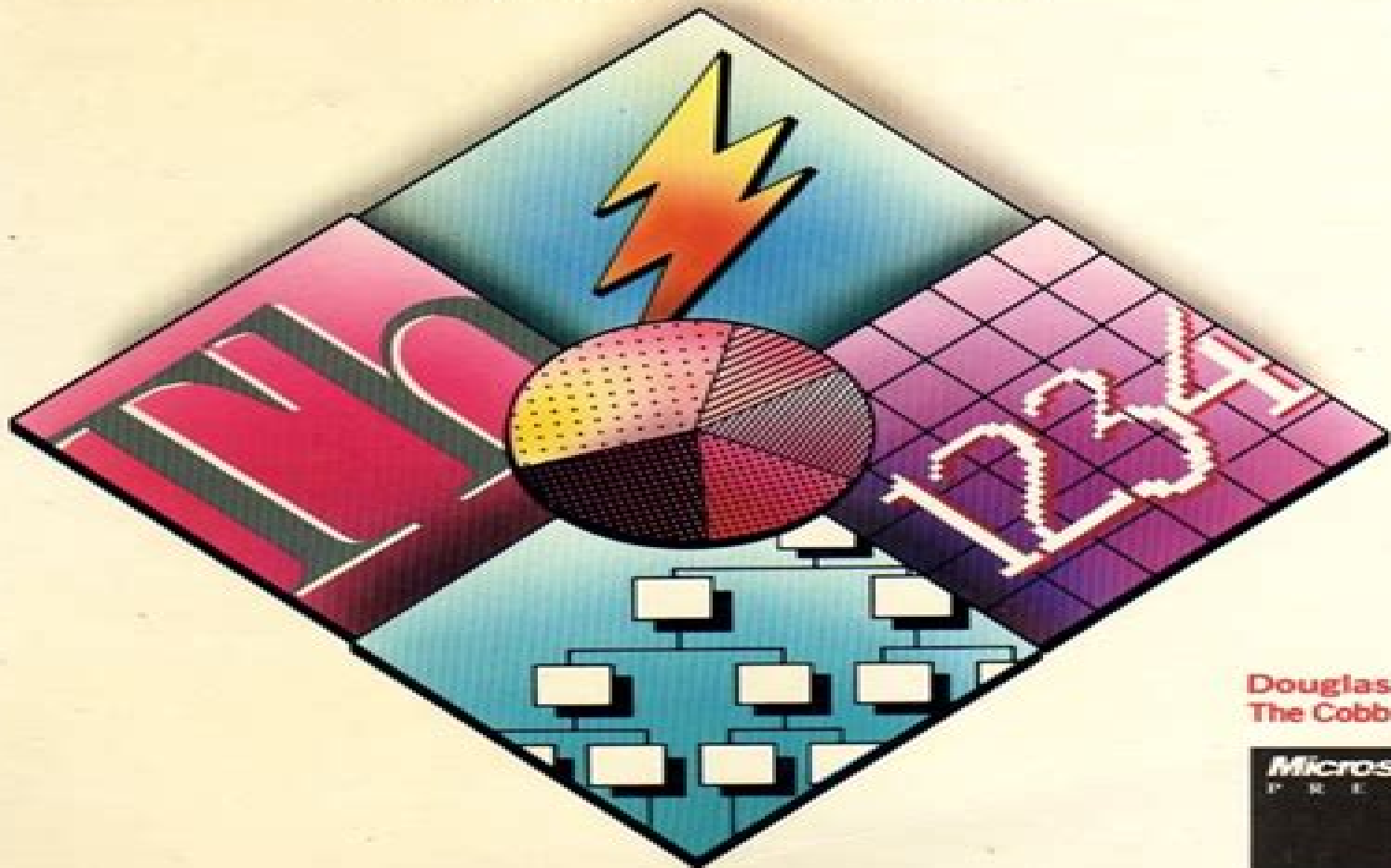


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Putting Microsoft Works To Work

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Running Microsoft Works Charles Rubin, 1990-01 Beginning to intermediate computer users will learn how to combine Microsoft Works word processor spreadsheet database charting and communications capabilities to set up a small business or handle personal tasks

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

Using Microsoft Works Ron Mansfield, 1989

Works 2000 Made Simple P K McBride, 2017-10-03 The book provides an introduction to Works 2000 for new users with the assumption that the new Works user probably has little prior experience of computers It starts with the basics of screen control and file management then looks at each of the main components in turn The focus is on what is being processed text numbers etc rather than the application being used as the same techniques recur in different applications

Exploring Microsoft Works, 1989

No Stress Tech Guide to Microsoft Works 7 Indera Murphy, 2007-12 The fastest and easiest way to overcome an obstacle is to have someone who has been there to be by your side every step of the way That is the purpose of this book to be by your side every step of the way through learning Microsoft Works 7 The No Stress Tech Guide To Microsoft Works 7 will lead the novice and intermediate user through the features and applications that are part of Works 7 which will take your skills to the next level This book is not for Works advanced or power users After completing the exercises in this book you will be a Works 7 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 This book will guide you through the highways of Microsoft Works and get you up to speed Differences between this version and the prior version will also be pointed out in case you upgraded from the previous version of Works 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 9 ISBN 978 0 9773912 7 1 is also available

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