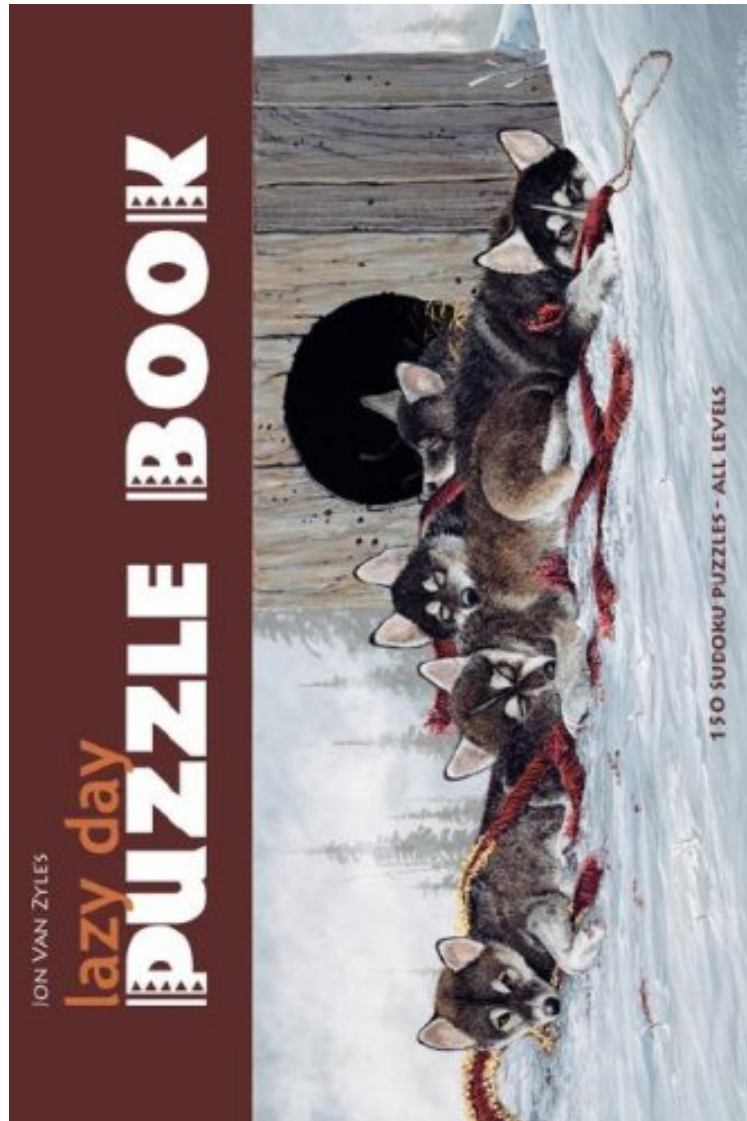


(Mobile ebook) Lazy Day Puzzle Book

## Lazy Day Puzzle Book

Jon Van Zyle

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Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Word 2002 (XP). The following topics are covered: Creating, Opening Saving Documents, The New Document Task Pane, Text Editing, Page Setup, Moving and Copying Text, Navigation Tools, and Views. Formatting: Font, Size, Enhancements,

Alignment, Copying Formatting, Highlighter, Headers and Footers, Spelling, Grammar, AutoCorrect AutoComplete, Previewing and Printing, Page Breaks, Envelopes and Labels, and Personalized Menus and Toolbars. Also includes: Lists of Selection and Movement Shortcuts. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

These cards provide a clear, concise, and practical guide to help you leverage the power of the software and maximise your training efforts - definitely the best reference cards I have seen [or used]! --Rita Pyle, Analyst-Education, The Hospital for Sick Children, TorontoBeezix reference cards have been an enormous help in teaching corporate employees all levels of business software. The clarity of presentation and quality of materials really assist students in learning the essence of each subject. They especially enjoy not having to lug a thick manual home! --Alan Hahn, corporate trainerAbout the AuthorBeezix was founded by trainers, and has always had a strong focus on the learner. Extensive industry experience made us aware of the need for a line of high-quality, trainer-produced courseware, and led to the creation of Beezix Quick Reference guides in 1994. The cards were intended to meet the needs both of trainers in the classroom, and of software users at their workstations.