

Microsoft Word tutorial 2003

1

Microsoft Word 2003 (2003)

Common screen resolution: 1024x768

Number of toolbars: 31

User Interface Additions:

Task Panes (11 new + 8 existing = 19 total)

Person Name Smart Tag Menu

ALT+click words to perform lookup actions

Getting Started

Office Online

- Add bullets or numbering to your documents
- Demo: Delete the first-page header and footer
- Insert headers and footers
- More...

Search for:

Example: "print more than one copy"

Open

- Standard Forms
- Views Persistence
- Usability Tasks
- More...
- Create a new document...

Essentials Microsoft Word 2003 Comprehensive

J Elliott



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