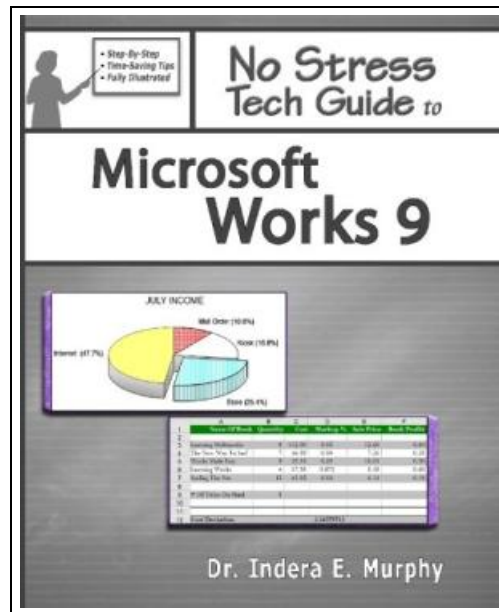


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Reviews

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(Deondre Hackett)

NO STRESS TECH GUIDE TO MICROSOFT WORKS 9



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Tolana Publishing, United States, 2008. Paperback. Book Condition: New. 234 x 192 mm. Language: English . Brand New Book ***** Print on Demand *****.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 9. 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. This book is not for Works advanced or power users. 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. 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...

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