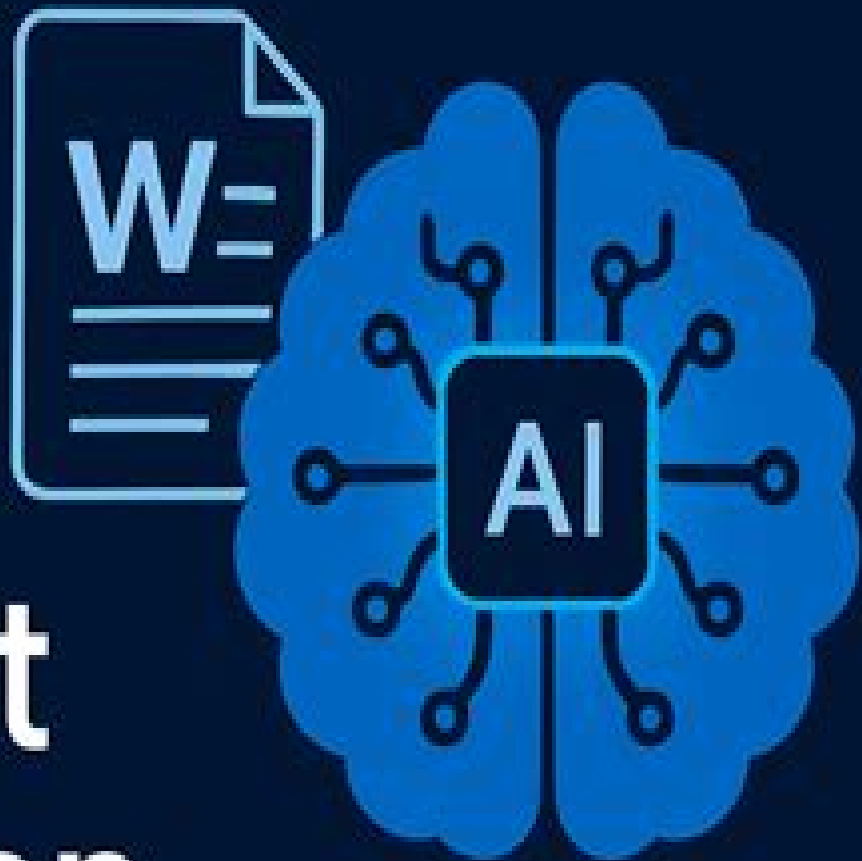


AI in Word Document Automation



Making A Word Document A

Michael R. Groh



Making A Word Document A:

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Word 2010 For Dummies Dan Gookin, 2010-05-10 Dan Gookin gets you up to speed so you can get down to work with all the new features of Word 2010 Bestselling and quintessential For Dummies author Dan Gookin employs his usual fun and friendly candor while walking you through the spectrum of new features of Word 2010 Completely in tune with the needs of the beginning Word user Gookin shows you how to use Word quickly and efficiently so that you can spend more time working on your projects and less time trying to figure out how to make Word perform the tasks you need it to do This newest edition of Word For Dummies explains how to navigate the user interface and take advantages of file formats and skips the unnecessary jargon Unparalleled author Dan Gookin applies his beloved For Dummies writing style to introduce you to all the features and functions of Word 2010 Escorts you through the capabilities of Word 2010 without weighing you down with unnecessary technical jargon Deciphers the user interface and shows you how to take advantage of the file formats The word on the street is that Word 2010 For Dummies is a must read

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applications this book will help you grow into a confident Word 2007 user The book assumes familiarity with Word 2003 or earlier versions so you can work effectively with the material here Overall this book cuts to the chase by skipping over basic or obvious features to get you up and running with Word 2007 in the shortest possible time **Make an eBook** Michael Boxwell, Angela Boxwell, 2011 Creating an eBook and publishing for Kindle and other e readers is straightforward fun and profitable but if you have never done it before it can also be daunting This book shows how you can create an eBook get it on sale and then shows how free eBook marketing techniques can be used to promote and sell your eBooks around the world

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The simple toolbar in version 2.0 has been packed with so many features since then that few users know where to find them all. Consequently more and more people are looking for insider tips that will allow them to use these advanced and often hidden features. Microsoft has addressed this problem in Word 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use. Unfortunately Microsoft's documentation is as scant as ever so even though you will be able to find advanced features you might not know what to do with them. Word 2007 The Missing Manual written specifically for this version of the software explains basics like how to create documents, enter and edit text, format, print, and fax. You will also learn how to create sophisticated page layouts, insert forms and tables, use graphics, and create book-length documents with outlines and Master Documents. Coverage also includes how to share documents with other people and programs, create web pages, automate documents with fields and automate tasks with macros, and the Visual Basic scripting language. This book shows you how to do it all.

Access 2010 Bible Michael R. Groh, 2010-05-10 The expert guidance you need to get the most out of Access 2010. Get the Access 2010 information you need to succeed with this comprehensive reference. If this is your first encounter with Access, you'll appreciate the thorough attention to database fundamentals and terminology. If you're familiar with earlier versions, you can jump right into Access 2010 enhancements such as the new Access user interface and wider use of XML and Web services. Takes you under the hood of Microsoft Access 2010, the database application included with Microsoft Office 2010. Explores the latest enhancements such as a new user interface and wider use of XML and Web services, also how to exchange data with Word, Excel, PowerPoint, and other Office apps. Covers how to create tables, manipulate datasheets, and work with multiple tables. Explains the seven database objects and how to use a seven-step design method to build a database tailored to your needs. Shows you how to build forms, use Visual Basic, and the VBA Editor, automate query parameters, create functions and subroutines, use XML to create data access pages, and more. Includes a CD with all source code from the book and working examples, plus bonus shareware, freeware, trial, demo, and evaluation programs that work with or enhance Microsoft Office. You'll want to keep this soup to nuts Access reference close at hand. Note: CD, ROM, DVD, and other supplementary materials are not included as part of eBook file.

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