Word Hacks: Tips & Tools for Taming Your Text

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As one of the applications in Microsoft Office, Word is the dominant word-processing program for both Windows and Mac users. Millions of people around the globe use it. But many, if not most, of them barely skim the surface of what is possible with Microsoft Word. Seduced by the application's supposed simplicity, they settle for just what's obvious--even if it doesn't satisfy their wants and needs. They may curse the wretched Bullets and Numbering buttons multiple times a day or take hours to change the font size of every heading in a lengthy report, yet they're reluctant to dig deeper to take advantage of Word's immense capabilities and limitless customization tools.Let *Word Hacks* be your shovel. Let it carve your way into Word and make this most popular and powerful application do precisely what you want it to do. Filled with insider tips, tools, tricks, and hacks, this book will turn you into the power user you always wanted to be. Far beyond a tutorial, *Word Hacks* assumes you have a solid working knowledge of the application and focuses on showing you exactly how to accomplish your pressing tasks, address your frequent annoyances, and solve even your most complex problems.Author Andrew Savikas examines Word's advanced (and often hidden) features and delivers clever, time-saving hacks on taming document bloat, customization, complex search and replace, Tables of Contents and indexes, importing and exporting files, tables and comments, and even using Google as a dictionary! With him as your guide, you'll soon be understanding--and hacking--Word in ways you never thought possible.Covering Word 2000, 2002 and Word 2003, *Word Hacks* exposes the inner workings of Word and releases your inner hacker; with it, you will be equipped to take advantage of the application s staggering array of advanced features that were once found only in page layout programs and graphics software and turning Word into your personal productivity powerhouse.

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