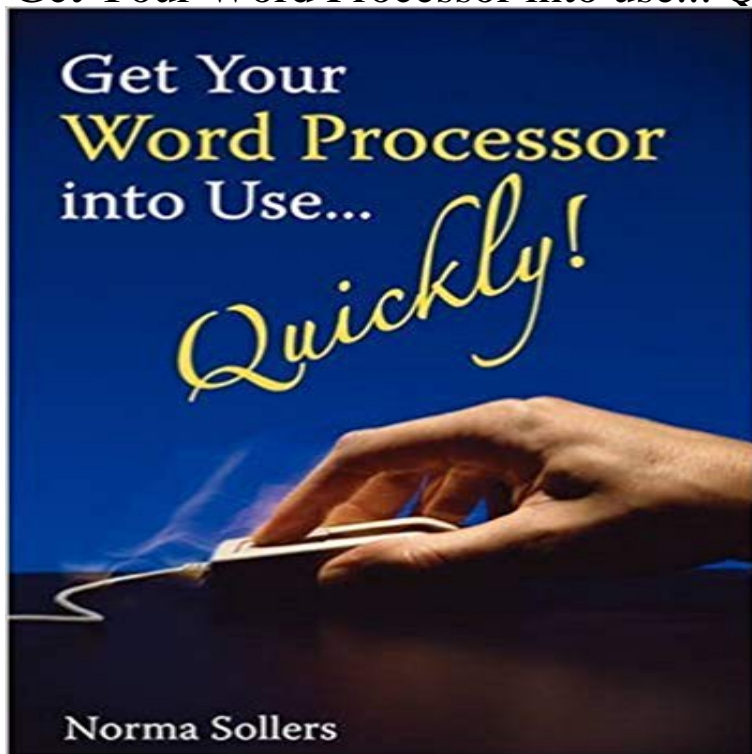


Get Your Word Processor into use... Quickly!



Have you found a modern word processor difficult to learn? Or has it otherwise felt time consuming using the manuals? If that's your experience, how about trying another kind of a guide? Nowadays, office applications (such as word processors and spreadsheet programs) include a huge array of features and tools. In fact, there are so many such features that it has become a problem finding out how to master the most basic! For example, for a novice it's often difficult to quickly get to a level where you can do something relevant from the beginning to the end, like creating a simple but tidy document. On the other hand, tutorials which come with a program often contain too much detail and are far too complicated. Norma Sollers wrote this new guide as a tutorial to enable anyone to put a word processor into good use with ease. When writing the guide, the experience of many years in teaching word processors has been drawn upon. The guide covers all the basic tasks in word processing, with the most important goal being to quickly be able to do things on your own. In addition, the tasks are planned and the guide written so that they are suitable for beginners, the elderly and children... in other words, for everyone who wants to master the basics of a word processor! This tutorial guide is based on the freely available OpenOffice 2 Writer software, but the principles are applicable to any word processor.

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