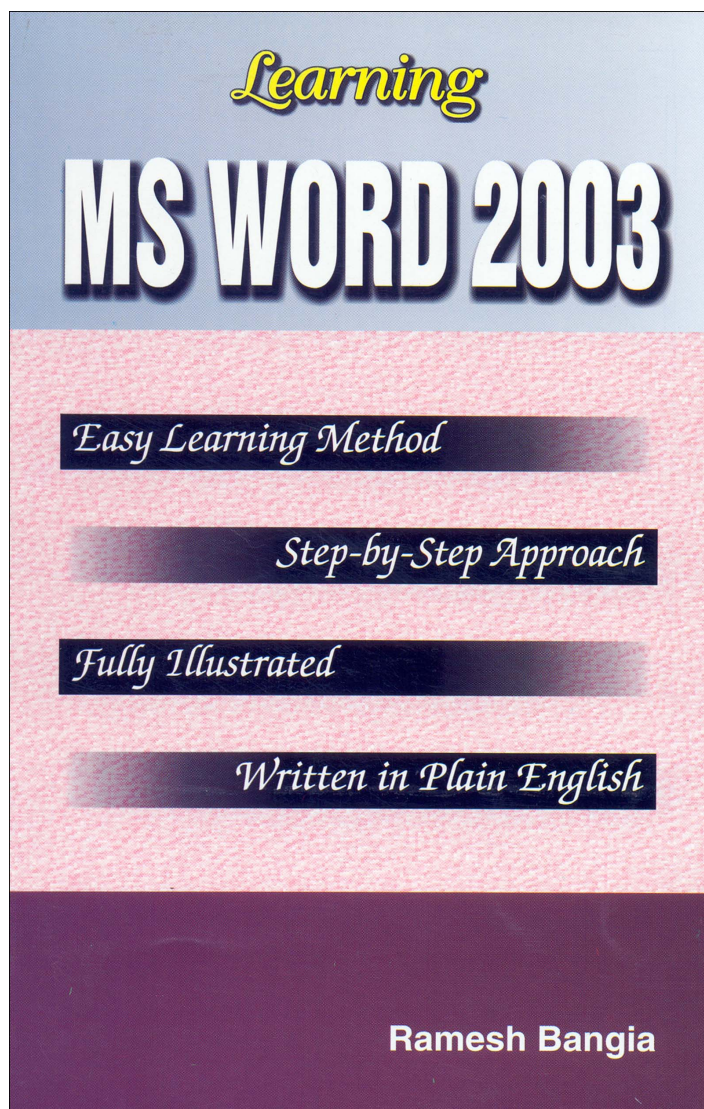




Learning MS Word 2003

Author :	Ramesh Bangia
ISBN 13 :	978-81-87325-43-7
ISBN 10 :	81-87325-43-7
E-ISBN 13 :	978-81-87325-43-7
Edition :	1
Pages :	192
Type of book :	Paperback
Weight (g) :	100.00
Year :	2010
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 225.00
Categories :	Computer Books - English, Learning Series
Condition Type :	New
Country Origin :	India

Product Description

Learning MS Excel 2003

Table of Contents

Chapter 1: Introduction to Word 2003. **Chapter 2:** Customizing Word 2003. **Chapter 3:** Creating Documents using Wizards. **Chapter 4:** Creating Your Documents. **Chapter 5:** Proofing Your Documents. **Chapter 6:** Working with Longer Documents. **Chapter 7:** Working with Tables. **Chapter 8:** Handwriting and Speech. **Chapter 9:** Keyboard Shortcuts. **Chapter 10:** Questions.



Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: + +91-99109 09320

Author

Ramesh Bangia For the last fifteen years, Ramesh Bangia, has been writing computer books on various topics. He has written books for Schools. Training Institutes, Technical Universities, Distance Education Programs, Colleges and General. His tally of books exceeds 500 in number. Trained both in India and Abroad and having studied at IIT Delhi, he becomes automatic choice for most of the publishers in India. Though based in Delhi, his books are popular all over India and are even exported to Middle East and African countries.

