

CONTENTS

SECTION I

Windows

CHAPTER 1

Overview of Windows 3

CHAPTER 2

Managing Files and Folders 29

CHAPTER 3

Using the Keyboard and Shortcut Icons 79

SECTION II

Word

CHAPTER 4

Discovering Word 113

CHAPTER 5

Exploring Options 133

CHAPTER 6

Shortcut Keys in Word 177

CHAPTER 7

Formatting 189

CHAPTER 8

Templates 227

CHAPTER 9

AutoCorrect 255

CHAPTER 10

AutoText 271

CHAPTER 11

Fields 293

CHAPTER 12

Macros 309

CHAPTER 13

Numbered Lists and Tables 321

CHAPTER 14

Editing Made Easy 347

CHAPTER 15

Customizing Word 381

SECTION III

Applying What You Have Learned

CHAPTER 16

Putting It Together 409

Appendix A: Special Projects 437

Appendix B: Frequently Asked
Questions 475

Glossary 481

Index 00