

WORD HACKS

*Tips & Tools for
Taming Your Text*



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Andrew Savikas

Word Hacks Tips Tools For Taming Your Text Andrew Savikas

Marcel A. Müller



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Word Hacks Andrew Savikas, 2004-11-22 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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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

Word Hacks ,2004 **The Secret Life of Word** Robert Delwood,2011-05-15 The Secret Life of Word looks at Microsoft Word from the perspective of technical and other professional writers It gives writers an in depth look at the hidden capabilities of Word and shows how to take advantage of those capabilities without being a programmer The Secret Life of Word will help you master the full gamut of Word mysteries including AutoCorrect QuickParts BuildingBlocks macros Smart Tags program less VBA programming and much more There s something here for everyone who uses Microsoft Word from new users to experts Inside the Book Preface Introduction to Word Automation Creating Macros Find and Replace Fields Form Fields and Content Controls AutoCorrect and AutoText Building Blocks Smart Tags Exchanging Data Code Samples Automation Related Topics Glossary Bibliography and Index **Windows XP Hacks** Preston Gralla,2005 Each year Windows XP is pre installed on 30 million PCs sold in the U S and 90 million worldwide making it the world s most popular operating system and proving to frustrated users everywhere that preponderance does not equate to ease of use There are literally thousands of programs tools commands screens scripts buttons tabs applets menus and settings contained within Windows XP And it has only been in the last couple of years that Microsoft s documentation has actually been more of a help than a hindrance But it still isn t enough Windows XP users and administrators need a quick and easy way to find answers Plenty of books go into detail about the theory behind a particular technology or application but few go straight to the essentials for getting the job done Windows XP Cookbook does just that tackling the most common tasks needed to install manage and support Windows XP **Deutsche Nationalbibliografie** ,2005

This book delves into Word Hacks Tips Tools For Taming Your Text Andrew Savikas. Word Hacks Tips Tools For Taming Your Text Andrew Savikas is a vital topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Word Hacks Tips Tools For Taming Your Text Andrew Savikas, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Word Hacks Tips Tools For Taming Your Text Andrew Savikas
 - Chapter 2: Essential Elements of Word Hacks Tips Tools For Taming Your Text Andrew Savikas
 - Chapter 3: Word Hacks Tips Tools For Taming Your Text Andrew Savikas in Everyday Life
 - Chapter 4: Word Hacks Tips Tools For Taming Your Text Andrew Savikas in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of Word Hacks Tips Tools For Taming Your Text Andrew Savikas. The first chapter will explore what Word Hacks Tips Tools For Taming Your Text Andrew Savikas is, why Word Hacks Tips Tools For Taming Your Text Andrew Savikas is vital, and how to effectively learn about Word Hacks Tips Tools For Taming Your Text Andrew Savikas.
 3. In chapter 2, the author will delve into the foundational concepts of Word Hacks Tips Tools For Taming Your Text Andrew Savikas. This chapter will elucidate the essential principles that must be understood to grasp Word Hacks Tips Tools For Taming Your Text Andrew Savikas in its entirety.
 4. In chapter 3, this book will examine the practical applications of Word Hacks Tips Tools For Taming Your Text Andrew Savikas in daily life. The third chapter will showcase real-world examples of how Word Hacks Tips Tools For Taming Your Text Andrew Savikas can be effectively utilized in everyday scenarios.
 5. In chapter 4, the author will scrutinize the relevance of Word Hacks Tips Tools For Taming Your Text Andrew Savikas in specific contexts. The fourth chapter will explore how Word Hacks Tips Tools For Taming Your Text Andrew Savikas is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Word Hacks Tips Tools For Taming Your Text Andrew Savikas. The final chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Word Hacks Tips Tools For Taming Your Text Andrew Savikas.

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