



## 2 Word Specification Sample

### 3 Working Draft 04, 16 August 2002

«Document identifier:»

5 «wd-spec000s-word-sample-04»

«Location:»

7 <http://www.oasis-open.org/spec000s/doc/w/>

«Editor:»

9 [List your editors here; check whether "Editor" header should be plural]

10 Eve Males, Sun Microsystems «eve.males@sun.com»

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**Faithe Wempen**



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Word 2010 For Dummies Dan Gookin,2010-05-10 Dan Gookin gets you up to speed so you can get down to work with all the new features of Word 2010 Bestselling and quintessential For Dummies author Dan Gookin employs his usual fun and friendly candor while walking you through the spectrum of new features of Word 2010 Completely in tune with the needs of the beginning Word user Gookin shows you how to use Word quickly and efficiently so that you can spend more time working on your projects and less time trying to figure out how to make Word perform the tasks you need it to do This newest edition of Word For Dummies explains how to navigate the user interface and take advantages of file formats and skips the unnecessary jargon Unparalleled author Dan Gookin applies his beloved For Dummies writing style to introduce you to all the features and functions of Word 2010 Escorts you through the capabilities of Word 2010 without weighing you down with unnecessary technical jargon Deciphers the user interface and shows you how to take advantage of the file formats The

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**Teach Yourself VISUALLY Microsoft Office 2007** Sherry Willard Kinkoph,2008-03-11 Are you a visual learner Do you prefer instructions that show you how to do something and skip the long winded explanations If so then this book is for you Open it up and you ll find clear step by step screen shots that show you how to tackle more than 220 Office 2007 tasks Each task based spread includes easy visual directions for performing necessary operations including Using Galleries and Live Preview Finding hidden files Creating a blog post Assembling and presenting slideshows Developing a publication Building a spreadsheet Helpful sidebars offer practical tips and tricks Full color screen shots demonstrate each task Succinct explanations walk you through step by step Two page lessons break big topics into bite sized modules

**Microsoft Office 2010 In Depth** Joe Habraken,2010-10-31 Office 2010 In Depth is the beyond the basics beneath the surface guide for everyone who wants to streamline their work with Office 2010 and get more done in less time Best selling technology expert Joe Habraken provides specific tested proven solutions to the problems Office users run into every day challenges other books ignore or oversimplify Habraken thoroughly covers all facets of working with Office 2010 s core features and techniques and powerful new enhancements such as The updated customizable Ribbon and new Backstage full screen options menu Vastly improved image and illustration tools Live Preview for tasks like Paste Insert or Theme change Improved integration with SharePoint services Windows Live and Office Web Apps And much more Simply put no other book offers Office 2010 users this much simplicity usable content flexibility and value As with all In Depth books Office 2010 In Depth presents comprehensive coverage breakthrough techniques exclusive shortcuts quick access to information troubleshooting help for tough problems and real world examples with nothing glossed over or left out This book is both a reference and a desk side resource providing in depth coverage of important Office 2010 applications features and tools By Joe Habraken an Office expert and best selling author Covers the hottest new features in Word Excel PowerPoint Outlook Access and Publisher For everyone who wants to get the most out of Office 2010 from hobbyists to power users to corporate developers

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**Pro Office 2007 Development with VSTO** Ty Anderson,2008-10-31 Experienced author Ty Anderson cuts to the chase in explaining how professional Microsoft Office 2007 solution developers get the job done Ty is a professional Microsoft application developer working each and every day with the Visual Studio Tools for Office VSTO technology and his real world experience will teach you exactly what you need to know to excel in your professional development career Pro Office 2007 Development with VSTO takes you far beyond traditional Visual Basic for Applications VBA programming showing you how to transform Microsoft Office 2007 into a complete enterprise application development platform By the end of the book you will be creating your own powerful customized Office business applications OBAs using the techniques Ty has taught you throughout The author demonstrates how to leverage all aspects of the Microsoft Office application platform covering Word Excel Outlook PowerPoint Visio and InfoPath so you can create OBAs that increase information worker productivity unlock business data stored in documents reduce end user training costs increase developer productivity and reduce IT operations costs This book takes you beyond the basics of VSTO with expert topics such as automation with the Office application object models and includes detailed examples throughout

**The Unofficial Guide to Microsoft Office Word 2007** David J. Clark,2008-02-11 The inside scoop for when you want more than the official line Microsoft Office Word 2007 may be the top word processor but to use it with confidence you ll need to know its quirks and shortcuts Find out what the manual doesn t always tell you in this insider s guide to using Word in the real world How do you use the new Ribbon What s the best way to add pictures From deciphering fonts to doing mass mailings first get the official way then the best way from an expert Unbiased coverage on how to get the most out of Word 2007 from applying templates and styles to using new collaboration tools Savvy real world advice on creating document for the Web saving time with macros and punching up docs with SmartArt Time saving techniques and practical guidance on working around Word quirks avoiding pitfalls and increasing your productivity Tips and hacks on how to customize keyboard shortcuts how to embed fonts and quick ways to get to Help Sidebars and tables on TrueType versus Printer fonts Word 2007 View modes and tabs in Word 2007 Watch for these graphic icons in every chapter to guide you to specific practical information Bright Ideas are smart innovations that will save you time or hassle Hacks are insider tips and shortcuts that increase productivity When you see Watch Out heed the cautions or warnings to help you avoid common pitfalls And finally check out the Inside Scoops for practical insights from the



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