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Latest O'Reilly Release Takes an Unbiased, Under-The-Hood look at Word 2000

Sebastopol, CA—In the years since its creation, Microsoft Word has grown from a simple word processing program to a complex program with more functions and options than a person could ever want. It requires little to no experience to produce a pretty nice document, but beyond that, it takes some digging to uncover the broad-ranging utilities that turns Word into the powerful application it is today. *Word 2000 in a Nutshell*, the latest release by O'Reilly & Associates, takes an under-the-hood look at Word in the easily accessible and concise format the "In a Nutshell" series is famous for.

"Until now, Word 2000 power users found themselves needing multiple books to answer all of their questions," explains O'Reilly editor Troy Mott. "*Word 2000 in a Nutshell* is the *one* book power users can go to for answers on everything from a tip about a certain command, to details about the Word architecture, to a VBA primer that introduces the power of Word macros."

Word 2000 in a Nutshell offers several ways to find information quickly. Part One's thorough overview of the Word interface serves as a roadmap for the rest of the book and shows how customizable Word really is. Part Two, a detailed reference to every command in Word's menu bar, illuminates each item with straightforward explanations, clear instructions, and tips on making the most of Word's features. Part Three takes up some of Word's advanced features: collaborating; master documents; creating templates, forms, and Web pages; and using VBA. The book also includes invaluable appendixes that cover useful keyboard shortcuts, special characters, tip indexes, and registry locations.

Word 2000 in a Nutshell is a complete reference to the most popular word-processing program in the world. It is loaded with tips and tricks, designed to give the power user fast access to critical information and acts as a priceless resource to Word 2000's undocumented features.



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Chapter 10, *Table*, is available free online at:

<http://www.oreilly.com/catalog/word2000ian/chapter/ch10.html>

For more information about the book, including Table of Contents, index, author bio, and samples, see:

<http://www.oreilly.com/catalog/word2000ian/>

For a cover graphic in jpeg format, go to:

ftp://ftp.ora.com/pub/graphics/book_covers/hi-res/0565924894.jpg

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Word 2000 in a Nutshell

By Walter Glenn

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