

Microsoft Word for OS/2

Pull-Featured, Graphical Word Processing Program

Microsoft Word for OS/2 unites the ease and performance of a graphical word processor with the most advanced operating system. The result? It's everything a word processor should be: intuitive, full featured, and immensely powerful.



WYSIWYG (what-you-see-is-what-you-get) display—even while editing—shows you right on the screen how everything will look.

Get the most out of the OS/2 system

- OS/2 power—Experience superior file management: extended attributes, long filenames, HPFS (high performance file system) support and more.
- Integration—Link and automatically update data shared between Word and other OS/2 applications via DDE (dynamic data exchange).
- Customization—Automate tasks, add new menus, or reconfigure the keyboard with macros written in WordBASIC.

Get the most out of the word processor

- Productivity—Do more, thanks to the intuitive interface, pull-down menus, and mouse. (MS Word for OS/2 follows IBM SAA/CUA conventions.)
- Speed—Create and format documents faster with features like Document Templates, the Ribbon, and Ruler.
- Flexibility—Easily mix text, graphics, and data in the same document, size or crop graphics, or flow text around them.

- Speller and thesaurus
- Integrated outline
- Equation editor
- Integrated file conversions
- Dynamic tables
- Paragraph styles
- Redlining/revision marking
- Editable print preview
- Annotations
- Columns
- Document management
- Table of contents/authorities
- Index generation
- Graphic cropping and scaling
- HPFS support
- Document comparison

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Version 1.1

0090 Part No. 12498

OS/2 Series

System Requirements

- OS/2 system version 1.2 or higher
- Personal computer using 80286 or higher processor
- 3 MB memory
- Hard disk
- 1.2 MB 5.25" high-density disk drive or 1.44 MB 3.5" high-density disk drive

Recommended

- Microsoft Mouse or compatible
- 4 MB memory



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Msword 20manual Template

L. Lindley-Cowen



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Office 2007: The Missing Manual Chris Grover, Matthew MacDonald, E. A. Vander Veer, 2007-04-27 Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four in one guide This fast paced book gives you the basics of Word Excel PowerPoint and Access so you can start using the new versions of these major Office applications right away Unlike every previous version Office 2007 offers a completely redesigned user interface for each program Microsoft has replaced the familiar menus with a new tabbed toolbar or ribbon and added other features such as live preview that lets you see exactly what each option will look like in the document before you choose it This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus Adapting to the new format is going to be a shock especially if you re a longtime user That s where Office 2007 The Missing Manual comes in Rather than present a lot of arcane detail this quick friendly primer teaches you how to work with the most used Office features with four separate sections covering the four programs The book offers a walkthrough of Microsoft s redesigned Office user interface before taking you through the basics of creating text documents spreadsheets presentations and databases with Clear explanations Step by step instructions Lots of illustrations Plenty of friendly advice It s a great way to master all 4 programs without having to stock up on a shelf load of different books This book has everything you need to get you up to speed fast Office 2007 The Missing Manual is truly the book that should have been in the box [The Unofficial Guide to Microsoft Office Word 2007](#) David J. Clark, 2007-02-12 An overview of the latest version of the word processing application describes the new features and capabilities of Word 2007 and furnishes guidance and tips on how to work with data to set up complicated macros integrating graphics and tables and working with collaboration tools **The Lawyer's Guide to Microsoft Word 2007** Ben M. Schorr, 2009 Microsoft Word is one of the most used applications in the Microsoft Office suite This handy reference includes clear explanations legal specific descriptions and time saving tips for getting the most out of Microsoft Word and customizing it for the needs of today s legal professional Focusing on the tools and features that are essential for lawyers in their practice this book explains the key components to help make lawyers more effective more efficient and more successful **The Complete Idiot's Guide to Microsoft Word 97** Daniel T. Bobola, 1996 Guide to using the word processing program Microsoft Word 97 with information on installing and formatting options basic editing and text formatting proofing tools saving printing adding multimedia features creating tables and graphics using templates and getting around the Internet [A Guide to Microsoft Office 2000](#) Kate Chase, 2000 Includes list of objectives for each chapter case projects and hands on exercises and review questions [Microsoft Word 2000 Core and Expert Certification](#) Nita H. Rutkosky, 2000 Rutkosky Pierce College presents specific learning goals overviews of new concepts and features step by step exercises chapter summaries commands reviews short answer knowledge self checks and hands on skill assessments Topics include preparing managing formatting and enhancing documents customizing for visual appeal and organizing text

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Table of Contents Msword 20manual Template

1. Understanding the eBook Msword 20manual Template
 - The Rise of Digital Reading Msword 20manual Template
 - Advantages of eBooks Over Traditional Books
2. Identifying Msword 20manual Template
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Msword 20manual Template
 - User-Friendly Interface
4. Exploring eBook Recommendations from Msword 20manual Template
 - Personalized Recommendations
 - Msword 20manual Template User Reviews and Ratings
 - Msword 20manual Template and Bestseller Lists
5. Accessing Msword 20manual Template Free and Paid eBooks
 - Msword 20manual Template Public Domain eBooks
 - Msword 20manual Template eBook Subscription Services
 - Msword 20manual Template Budget-Friendly Options
6. Navigating Msword 20manual Template eBook Formats

- ePub, PDF, MOBI, and More
- Msword 20manual Template Compatibility with Devices
- Msword 20manual Template Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Msword 20manual Template
 - Highlighting and Note-Taking Msword 20manual Template
 - Interactive Elements Msword 20manual Template
- 8. Staying Engaged with Msword 20manual Template
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Msword 20manual Template
- 9. Balancing eBooks and Physical Books Msword 20manual Template
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Msword 20manual Template
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Msword 20manual Template
 - Setting Reading Goals Msword 20manual Template
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Msword 20manual Template
 - Fact-Checking eBook Content of Msword 20manual Template
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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