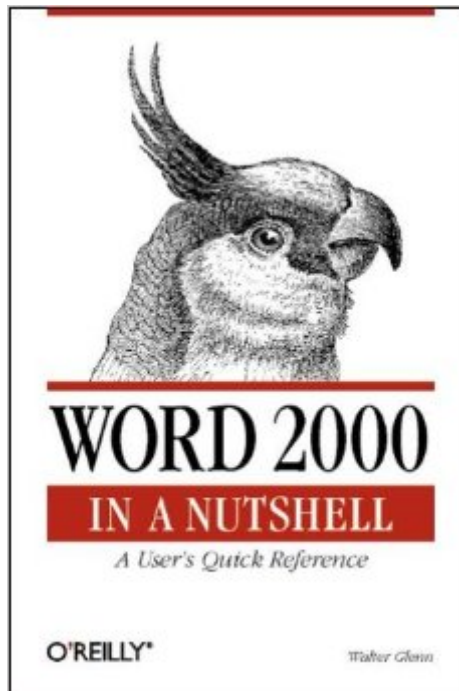# Word 2000 In A Nutshell: A Power User's Quick Reference (In A Nutshell (O'Reilly))

Synopsis

Word 2000 in a Nutshell is a clear, concise, and complete reference to the world's most popular word-processing program. This book is the first choice of the Word power user who needs help completing a specific task or understanding a command. It's also an invaluable resource that uncovers Word 2000's undocumented features and shares powerful time-saving tips.The book's organization offers several ways to find information quickly. Part One is a thorough overview of the Word interface that serves as a roadmap for the rest of the book. This section also empowers users with an under-the-hood perspective on Word and shows how customizable Word really is. Part Two is a detailed reference to every command in Word's menu bar, from the File menu right across to the Help menu. Each entry is illuminated 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, with chapters on collaborating, creating a template, using VBA, and more.Specific topics covered in the book include:Understanding Word's global architectureCustomizing toolbars, menus, shortcuts, and context menusCreating and using templatesMastering fields and formsMaking the most of Word's HTML capabilityDiscovering the power of master documentsGetting started with Word macros

Book Information

Series: In a Nutshell (O'Reilly)

Paperback: 512 pages

Publisher: O'Reilly Media; 1 edition (August 28, 2000)

Language: English

ISBN-10: 1565924894

ISBN-13: 978-1565924895

Product Dimensions: 6 x 1.1 x 9 inches

Shipping Weight: 1.4 pounds (View shipping rates and policies)

Average Customer Review: 3.6 out of 5 ststarsÂ Â See all reviewsÂ (9 customer reviews)

Best Sellers Rank: #1,900,779 in Books (See Top 100 in Books)   #291 inÂ Books > Business & Money > Skills > Secretarial Aids & Training   #391 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Word   #494 inÂ Books > Computers & Technology > Software > Word Processing

Customer Reviews

I didn't get this book from , but I had to write a review anyway. First of all, this is a typical O'Reilly

book (unlike what the other reviewers say). If you want a tutorial book, try one of the other three hundred Word books that people put out. They are all simple hand-holding tutorial books. This one is a reference, like it says right on the cover. It has all the little details you'd want to know about any feature that otherwise you'd have to spend so much time looking for (if you can find it at all).The first three chapters are more than an overview. The first chapter gives you an overview of Word and shows you where you can find stuff in the book. The second chapter looks at all the nuts and bolts of how Word works. The third chapter shows all about customization and is worth the price of the book, in my opinion.The middle section is divided up into the menus and commands and it's very detailed. The third section shows some tasks that you can do that don't really fit into the menu chapters.To the guy who said the writer wastes time getting to the point, I don't know what you're talking about. There's almost know fluff in this whole book. Just details. And to the guy who gave it one star, I think you're problem is with the Word program and this is just not the book for you.This book is not for beginners. It says so right in the title (Power Users Reference). It doesn't teach you how to do simple things. It's for people who already know how to use Word and need a good, solid reference. Mine's dogeared all over the place!

O'Reilly has done it again. I use Word a lot and none of the books I've found got past the basics. In fact, most of the books I've looked at were 600-800 pages of fluff that did little more than rehash information in the Word help files.The Nutshell series has always been able to provide solid, no-nonsense advice about using software and Word 2000 in a Nutshell lives up to the Nutshell tradition. Every time I open the book, I find one of those smack myself in the head solutions for some annoying problem or a great tip for making Word do what I need it to.If you use Word, do yourself a favor and buy this book! My only complaint is that it didn't come out sooner.

I borrowed this book when I saw it on a friend's desk and just didn't want to give it back (I kept it almost a week). I had to get a copy for myself. I learned so much about Word and I've been using it a long time. The whole middle part of the book is organized like Word's menus so whenever I have a problem or question, I can just open the book and jump right to an answer. I don't have to guess where it'll be or wade through an index. The books not very big, but it's just packed with so much information.

This is not a manual for Microsoft Word, and that's a good thing. Like O'Reilly's other "nutshell" books, it is a reference, a place to look when you want to know what a particular command in Word

does, or how it works. Those who review it poorly because it's not user-centered or sufficiently instructional are really looking for a different book.I've used Word for the better part of two decades, yet when I read Glenn's book in preparing to give a seminar on the application, I learned a ton about what the program is doing behind the scenes--which helped me understand and avoid some of the many frustrations I've had with Word over the years. If you're already comfortable with the program, this book will be a wealth of information. But if you're just starting out, try something else first. Track down a copy of "Word 2000 in a Nutshell" for later, when Word's idiosyncrasies start to bug you.The book isn't perfect: the complex subject of styles based on templates, and how they interrelate when merged with other styles, could stand some more discussion. And there have been no updates for more recent versions of Word--the book is nearly five years old now, and is starting to show its age.

This is not a manual for Microsoft Word, and that's a good thing. Like O'Reilly's other "nutshell" books, it is a reference, a place to look when you want to know what a particular command in Word does, or how it works. Those who review it poorly because it's not user-centered or sufficiently instructional are really looking for a different book.I've used Word for the better part of two decades, yet when I read Glenn's book in preparing to give a seminar on the application, I learned a ton about what the program is doing behind the scenes--which helped me understand and avoid some of the many frustrations I've had with Word over the years. If you're already comfortable with the program, this book will be a wealth of information. But if you're just starting out, try something else first. Track down a copy of "Word 2000 in a Nutshell" for later, when Word's idiosyncrasies start to bug you.The book isn't perfect: the complex subject of styles based on templates, and how they interrelate when merged with other styles, could stand some more discussion. And there have been no updates for more recent versions of Word--the book is nearly five years old now, and is starting to show its age.

Download to continue reading...

Word 2000 in a Nutshell: A Power User's Quick Reference (In a Nutshell (O'Reilly)) Java Foundation Classes in a Nutshell: A Desktop Quick Reference (In a Nutshell (O'Reilly)) Java in a Nutshell: A Desktop Quick Reference for Java Programmers (In a Nutshell (O'Reilly)) Java Enterprise in a Nutshell: A Desktop Quick Reference (In a Nutshell (O'Reilly)) Delphi in a Nutshell (In a Nutshell (O'Reilly)) VB & VBA in a Nutshell: The Language (In a Nutshell (O'Reilly)) SQL in a Nutshell (In a Nutshell (O'Reilly)) LPI Linux Certification in a Nutshell (In a Nutshell (O'Reilly)) R in a Nutshell (In a Nutshell (O'Reilly)) Power Pivot and Power BI: The Excel User's Guide to DAX, Power Query, Power BI & Power Pivot in Excel 2010-2016 Java in a Nutshell: A Desktop Quick Reference for Java Programmers (Nutshell Handbooks) HTML & XHTML Pocket Reference: Quick,

Comprehensive, Indispensible (Pocket Reference (O'Reilly)) The Book of Judges: Word for Word Bible Comic: World English Bible Translation (The Word for Word Bible Comic) The Book of Ruth: Word for Word Bible Comic: World English Bible Translation (The Word for Word Bible Comic) XSLT 1.0 Pocket Reference (Pocket Reference (O'Reilly)) NUnit Pocket Reference (Pocket Reference (O'Reilly)) HTML and XHTML Pocket Reference (Pocket Reference (O'Reilly)) UML 2.0 Pocket Reference (Pocket Reference (O'Reilly)) HTML5 Pocket Reference (Pocket Reference (O'Reilly)) Windows PowerShell Pocket Reference (Pocket Reference (O'Reilly))