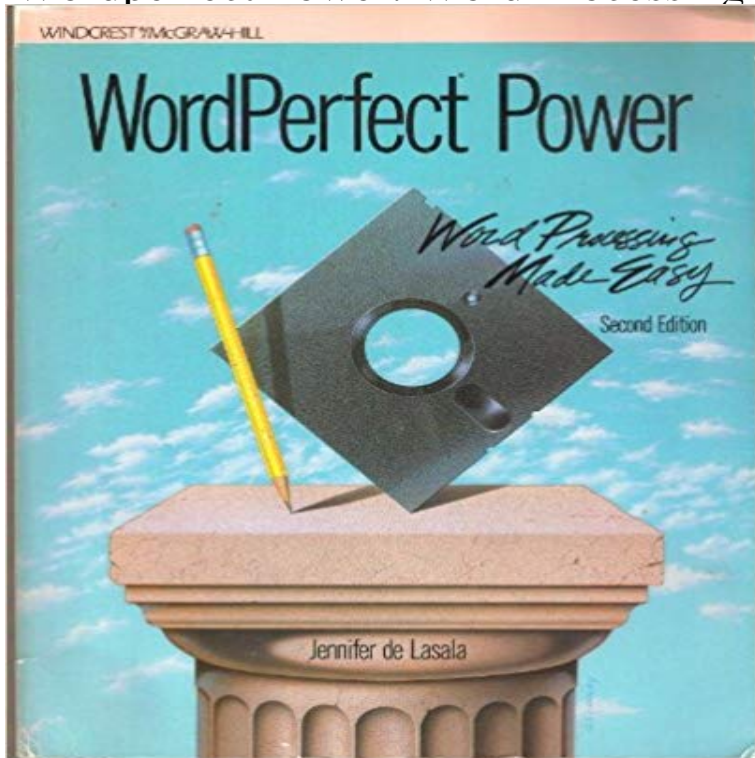


Wordperfect Power: Word Processing Made Easy



This book not only teaches readers how to use the best-selling word processor, but it also furnishes time-saving tips, special problem-solving techniques, and easy-access instructions to more than 150 commands. Jennifer de Lasala covers all enhancements to WordPerfect file management, printing, document layout, graphics, merging, and much more. Other topics include ways to maximize directory efficiency and guidelines for integrating computerized systems into office environments.

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