



Wordperfect Suite 7 for Dummies (For Dummies Series)

Julie Adair King

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"WordPerfect® Suite 7 For Dummies® " helps you get up and running -- fast -- with all the programs in Corel's WordPerfect Suite 7. You'll find out the easiest, quickest ways to produce great-looking documents in WordPerfect, crunch numbers in Quattro Pro, create powerful shows with Presentations, surf the Net with Netscape Navigator, keep track of your schedule with Sidekick, and much more!

This handy reference shows you how to get the most out of this powerful office suite -- with simple, easy-to-understand language and an entertaining approach that makes your computer fun to use! Inside, discover how to: Uncover time-saving techniques for using the different WordPerfect Suite 7 programs together to handle everyday office tasks Discover shortcuts to create dynamic-looking letters, reports, and other documents in WordPerfect 7 Find out how to use Quattro Pro 7 to handle all your accounting and spreadsheet tasks -- fast and easy! Start exploring the Internet and the World Wide Web with Netscape Navigator Create awesome presentations and slide shows with Presentations 7 Add graphics, charts, clip art and other design touches to your documents Work with Windows 95 programs -- opening and printing documents and protecting yourself from computer crashes and other disasters Get a guided tour of WordPerfect 7, Envoy 7, Sidekick 95, Dashboard 95, Address Book 7, CorelFLOW 3, and all the other programs in WordPerfect Suite 7

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