



## Microsoft Works 6 for Windows For Dummies (Paperback)

By David Kay

John Wiley Sons Inc, United States, 2001. Paperback. Condition: New. Language: English . Brand New Book. Maybe it s because it comes loaded on most PCs, but most people tend to miss the fact that Microsoft Works 6 really is an amazing collection of stuff just what you might expect if the folks at Microsoft told you they were going to give you the works. Instead of blowing several hundred bucks on the biggest and most muscle--bound word processor, database program, spreadsheet program, graphics, and communication software out there, you can use Microsoft Works 6 to do it all for a lot less money (or for free!) and with a lot less trouble. With Works you can create cool cards and crafts, design professional--looking newsletters and flyers, manage your personal finances, send faxes, put together mass mailings, surf the Web, manage your household, and a whole lot more. If you ve got Microsoft Works on your computer but don t quite know how to use it, then this is the book for you. This lighthearted guide gives you easy--to--follow instructions and tips that ll have you up and running in no tim e with the skills and confidence you need...



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