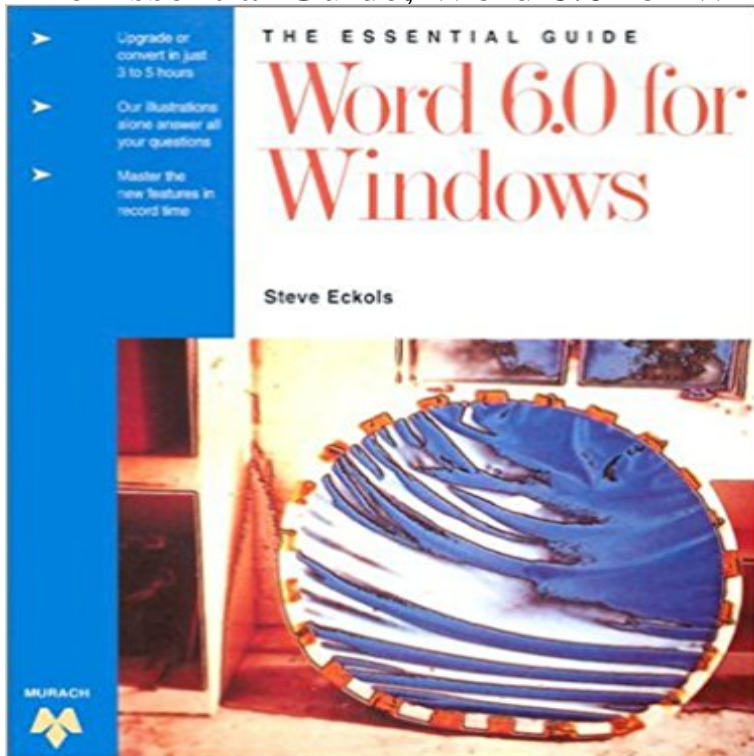


The Essential Guide, Word 6.0 for Windows



The books in our Essential Guide series differ from our Work like a PRO books (on pages 20-22) in a couple of ways. First, they're comprehensive reference books that present all the useful features of a program. Second, they assume that you're converting or upgrading to a new software release and that you already have some word processing or spreadsheet experience. But like the PRO books, the Essential Guides are chock-full of illustrations that show you at a glance how each feature works. And the short, specific chapters tell you all you need to know to use a feature...you don't have to flip back and forth between chapters (consulting the index in between), trying to put all the pieces together yourself. All you have to do is decide what to learn next: -- The 3 chapters in Section 1 of each Guide get you started fast (it's like having your own personal tutor, is how one customer put it). In just 3 to 5 hours, you'll be using the program with confidence...and you'll be using all the best new features of the program.-- Section 2 covers all the features that every word processing or spreadsheet user should be using every day. Never had time to master these skills before? You'll be delighted at how quickly you can pick them up.-- The chapters in the remaining sections focus on specific features and are independent of each other. That means you can read them in whatever sequence you prefer and learn new features (or look up forgotten ones) right when you need them. After you do this for awhile, you'll be an outstanding user of the program. But don't take my word for it. Find out just how satisfying it can be to make use of all the power your software puts at your fingertips. Try one of the Essential Guides for yourself, right away!

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