

Microsoft Word for Windows



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使用与参考大全

[美] Mary Campbell 著

吕林罗冰译

江英 审校

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Microsoft Word for Windows 使用与参考大全
Microsoft Word for Windows: The Complete Reference
Mary Campbell

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引 言

本书对所有 Word for Windows 的用户均适用。如果读者使用过 Word for Windows 的早期版本,本书将帮助你迅速熟悉新版本。第 4 章中介绍了所有的新功能,以及完成原有功能的新选项或过程。在第 5 章到第 8 章中,介绍了更好地使用桌面出版、文件转换、宏、邮件合并和工作群组等功能的方法,使读者能完成更高级的应用工作。

如果读者是 Word for Windows 的新用户,将会在前三章中找到能使你迅速入门的帮助。之后,就可以接触第 4 章中的那些命令和功能了。

0.1 本书是如何组织的

本书共有 8 章。头三章是 Word 入门:读者将学会如何用提供的命令创建、保存和打印一份 Word 文档。甚至还能学到一些初步的格式化知识,用来修饰你的文档以符合实际的需要。

接下去是第 4 章也是本书中最长的一章。它是一份综合的命令参考。它按照字母顺序排列条目,使得能很容易地找到任一主题或功能。条目中还用到交叉参考项,使读者能很容易地查找第 4 章中的相关条目。

每一主题总包括相似的几个部分,尽管它们大都是可选的。在命令参考中能看到的几部分是:

- 过程 告诉你执行该特性应经过的步骤。
- 选项 描述如何改变一条 Word 功能的多个可选设置。
- 建议 指出该功能令人感兴趣的特点。
- 相关主题 指示从相似的 Word 功能中找到更多信息。

最后四章提供了某些主题的更多细节,包括:桌面排版、与其它应用程序共享数据、宏和邮件合并以及网络和工作群组。这些章有更多的应用展望,并提供每个领域中特殊例子。附录中包括安装以及有关样板、图标和 WordPerfect 用户的 Word 命令的参考信息。

0.2 使用的约定

对于在 Word for Windows 2 和 Word for Windows 6 中都有的功能,所提供的介绍会同时适用于这两种版本。如果使用某一功能的方法有多种,将会指出 Word for Windows 2 使用的是哪种,使得 Word for Windows 2 的用户也能容易地使用本参考。

如果读者喜欢用键盘作菜单选择,将会发现能用作菜单选择的提示字母均加上了下划线。这些下划线与 Word for Windows 6 中的一致。在大多数情况下 Word for Windows 2 也使用相同的下划线。

所有功能键和其它键盘选择项均用大写字母。例如,在需要按一个特殊的键时,会看见 F1 和 ENTER。如果需要同时按两个键,它们将用加号(+)连接,例如 SHIFT+ENTER。如果两键应先后按下,将会用逗号(,)分隔它们,例如 HOME, LEFT ARROW。

0.3 关于规则框

近几年来我教过许多人学习使用字处理程序。在本书的写作过程中听到许多学生要求把一些信息(比如状态码缩写和大小写规划)合并起来,让他们能方便地查到。尽管我不能满足所有人的要求,覆盖所有需要的 Word 功能,但我会尽量包含一些最经常使用的东西。所有这些附加信息放在书中各处的规则框中:

规 则 框	页 码
键入数据的规则	24
逗号设置规则	34
通用缩写	51
正确拼写复数形式的规则	64
使用正确日期格式的规则	105
州名缩写	113
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在电子邮件消息中加入感情效果	532

这些规则框里包含了相关语法和标点的信息,它们遵守被普遍接受的商业标准。有时,这些信息遵守 The Chicago Manual of Style, 14th Edition (The University of Chicago Press, 1993), Webster's Secretarial Handbook (Merriam-Webster), The Gregg Reference