# Corel WordPerfect 8 For Windows For Dummies

*Margaret Levine Young, David C. Kay, Jordan M. Young II*

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Whether you're a longtime WordPerfect user or you're new to this venerable, feature-packed word processing program, Corel WordPerfect 8 For Windows For Dummies has what you need. Authors and computing pros Margaret Levine Young, David Kay, and Jordan Young get you up and running quickly with a primer on WordPerfect in general (and WordPerfect 8 in particular). Then, to ensure that you always get professional results without any hassles, they offer practical, easy-to-understand coverage of all the WordPerfect 8 program's important features. You'll discover how to
* Format documents and stylize text
* Cut and paste blocks of text
* Keep the WordPerfect secret codes under control
* Get documents to print the way they look on screen
* Manage multiple documents on screen at the same time
* Use the Toolbar and Ruler
* Enhance documents by adding images and clip art
* Use fonts effectively and tastefully
* Create form letters and mailing lists
* Transform documents into ready-to-publish Web pages

Plus, Corel WordPerfect 8 For Windows For Dummies includes a cheat sheet for you to tear out and keep handy for those times when you can't remember which keyboard shortcut does what.

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