Bestselling computer experts Ruth Ashley and Judi N. Fernandez show you how to get maximum mileage out of Microsoft Word, the second largest word-processing program available today. This step-by-step guide introduces the novice to all the latest features of Microsoft Word 5.0. It discusses how to format characters to create special effects like superscript and subscript, how to display and work with footnotes and endnotes, and how to use Word's sophisticated document management system to organize your files. After basic formatting and file management, Ashley and Fernandez introduce the full range of Word's formatting capabilities, including styles, bulleted and numbered lists, and tables. Finally, they show you how to use Word's sophisticated publishing features to produce professional-quality documents. Conceived for both the novice and the experienced user, this guide will help you get maximum mileage out of Microsoft Word.