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*Doug Lowe*

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If you've used the latest version of Microsoft's best-selling word processing program, you know that the enhancements are more than skin-deep. Sure, Word 97 features a spiffed-up user interface and an animated paper-clip-with-eyes Office Assistant named Clipit, but Word 97 also has plenty of typographic, Web publishing, and other powerful capabilities.

*MORE Word 97 For Windows For Dummies* picks up where *Word 97 For Windows For Dummies* left off to show you how to

- Cut down on typos and polish your grammar with the Word 97 automated tools
- Set up styles and templates for consistently attractive documents
- Mail merge for highly customized, highly targeted direct mailings
- Build great-looking, easy-to-read tables
- Add graphics and format documents with multicolumn layouts
- Publish Word documents on the World Wide Web or on your organization's private intranet
- Generate accurate tables of contents, authorities, and figures; indexes; end notes; and other document elements -- automatically
- Cobble together long documents with parts by multiple authors quickly and easily by using the Word 97 Master Document feature
- Unleash the Word 97 program's full potential by creating your own macros (and protect yourself from macro viruses unleashed by nefarious hackers)

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