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one of the key skills you need to master to effectively use microsoft word is how to format text and paragraphs such as changing your font or font size bolding italicizing or underlining text or changing the alignment or spacing of a paragraph this guide covers all of that as well as how to use styles and the format painter the easy word essentials series of titles are meant to cover one specific topic of interest to users who know the basics of how to navigate word and are drawn from the word essentials series which consists of word for beginners and intermediate word

text formatting is a core skill to master in microsoft word from choosing your font and font attributes to learning how to bold italicize or underline text the ability to format text is essential when working in word this title covers that as well as basic paragraph formatting and more advanced text formatting it also covers styles and using the format painter probably two of the most important word tools there are the easy word essentials 2019 series of titles are for users familiar with the basics of word who want to focus on one specific topic such as text formatting paragraph formatting or track changes the content of each title is extracted from either word 2019 beginner or word 2019 intermediate these books are written using word 2019 and assume that a user is working in that program if you are using an older version of word the easy word essentials series may be a better choice since it was written using word 2013 and for a more general audience of word users

with detailed coverage on the new features this is a comprehensive inclusive guide to achieving maximum productivity when using this messaging and groupware application

microsoft office access 2003 provides powerful new tools with which to manage data find and retrieve information faster than ever share information and integrate solutions with server side products access 2003 incorporates some of the latest technologies such as xml and microsoft sharepoint to extend data exchange over an intranet or the internet this book covers these changes as well as more

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linguistic annotation and text analytics are active areas of research and development with academic conferences and industry events such as the linguistic annotation workshops and the annual text analytics summits this book provides a basic introduction to both fields and aims to show that good linguistic annotations are the essential foundation for good text analytics after briefly reviewing the basics of xml with practical exercises illustrating in line and stand off annotations a chapter is devoted to explaining the different levels of linguistic annotations the reader is encouraged to create example annotations using the wordfreak linguistic annotation tool the next chapter shows how annotations can be created automatically using statistical nlp tools and compares two sets of tools the opennlp and stanford nlp tools the second half of the book describes different annotation formats and gives practical examples of how to interchange annotations between different formats using xslt transformations the two main text analytics architectures gate and uima are then described and compared with practical exercises showing how to configure and customize them the final chapter is an introduction to text analytics describing the main applications and functions including named entity recognition coreference resolution and information extraction with practical examples using both open source and commercial tools copies of the example files scripts and stylesheets used in the book are available from the companion website located at sites.morganclaypool.com/wilcock table of contents working with xml linguistic annotation using statistical nlp tools annotation interchange annotation architectures text analytics

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