# Fontin – Heading 12pt bold, Text 10pt

Essentially the notes describe the ways in which I've been rising to the challenge of – as one Word expert said – "bending a sometimes obnoxious product to your will and making it do things that may surprise you". I concentrate especially on the things that improve speed and efficiency – and importantly reduce the chances of document corruption – in long and/or complex documents. (Word usually remains free of corruption in simple, short documents, but can throw up significant problems in longer ones. On the positive side, Word has some marvellous features when you delve a little further, which can hugely increase your efficiency. These notes were written with both these factors to the fore.)

Word is now by far the most complex software commonly used on personal computers, containing more than 30 million lines of code. It can be configured to an enormous extent to suit your needs, but finding out how to start off can be very daunting. Just leaving Word as it comes from the box – in its factory configuration – exhibits some features that many people find highly irritating and confusing, and some features that soon lead to problems. I cover these aspects too, since I've experienced those reactions in good measure!

## Joanna – Heading 13pt bold, Text 11pt

Essentially the notes describe the ways in which I've been rising to the challenge of — as one Word expert said — "bending a sometimes obnoxious product to your will and making it do things that may surprise you". I concentrate especially on the things that improve speed and efficiency — and importantly reduce the chances of document corruption — in long and/or complex documents. (Word usually remains free of corruption in simple, short documents, but can throw up significant problems in longer ones. On the positive side, Word has some marvellous features when you delve a little further, which can hugely increase your efficiency. These notes were written with both these factors to the fore.)

Word is now by far the most complex software commonly used on personal computers, containing more than 30 million lines of code. It can be configured to an enormous extent to suit your needs, but finding out how to start off can be very daunting. Just leaving Word as it comes from the box — in its factory configuration — exhibits some features that many people find highly irritating and confusing, and some features that soon lead to problems. I cover these aspects too, since I've experienced those reactions in good measure!

# Charis SIL – Heading 12pt bold, Text 10pt

Essentially the notes describe the ways in which I've been rising to the challenge of — as one Word expert said — "bending a sometimes obnoxious product to your will and making it do things that may surprise you". I concentrate especially on the things that improve speed and efficiency — and importantly reduce the chances of document corruption — in long and/or complex documents. (Word usually remains free of corruption in simple, short documents, but can throw up significant problems in longer ones. On the positive side, Word has some marvellous features when you delve a little further, which can hugely increase your efficiency. These notes were written with both these factors to the fore.)

Word is now by far the most complex software commonly used on personal computers, containing more than 30 million lines of code. It can be configured to an enormous extent to suit your needs, but finding out how to start off can be very daunting. Just leaving Word as it comes from the box — in its factory configuration — exhibits some features that many people find highly irritating and confusing, and some features that soon lead to problems. I cover these aspects too, since I've experienced those reactions in good measure!

## Droid Serif – Heading 11pt bold, Text 10pt

Essentially the notes describe the ways in which I've been rising to the challenge of — as one Word expert said — "bending a sometimes obnoxious product to your will and making it do things that may surprise you". I concentrate especially on the things that improve speed and efficiency — and importantly reduce the chances of document corruption — in long and/or complex documents. (Word usually remains free of corruption in simple, short documents, but can throw up significant problems in longer ones. On the positive side, Word has some marvellous features when you delve a little further, which can hugely increase your efficiency. These notes were written with both these factors to the fore.)

Word is now by far the most complex software commonly used on personal computers, containing more than 30 million lines of code. It can be configured to an enormous extent to suit your needs, but finding out how to start off can be very daunting. Just leaving Word as it comes from the box — in its factory configuration — exhibits some features that many people find highly irritating and confusing, and some features that soon lead to problems. I cover these aspects too, since I've experienced those reactions in good measure!

## Droid Serif – Heading 11pt bold, Text 9.5pt

Essentially the notes describe the ways in which I've been rising to the challenge of — as one Word expert said — "bending a sometimes obnoxious product to your will and making it do things that may surprise you". I concentrate especially on the things that improve speed and efficiency — and importantly reduce the chances of document corruption — in long and/or complex documents. (Word usually remains free of corruption in simple, short documents, but can throw up significant problems in longer ones. On the positive side, Word has some marvellous features when you delve a little further, which can hugely increase your efficiency. These notes were written with both these factors to the fore.)

Word is now by far the most complex software commonly used on personal computers, containing more than 30 million lines of code. It can be configured to an enormous extent to suit your needs, but finding out how to start off can be very daunting. Just leaving Word as it comes from the box — in its factory configuration — exhibits some features that many people find highly irritating and confusing, and some features that soon lead to problems. I cover these aspects too, since I've experienced those reactions in good measure!

## Times N Roman – Heading 12pt bold, Text 11pt

Essentially the notes describe the ways in which I've been rising to the challenge of — as one Word expert said — "bending a sometimes obnoxious product to your will and making it do things that may surprise you". I concentrate especially on the things that improve speed and efficiency — and importantly reduce the chances of document corruption — in long and/or complex documents. (Word usually remains free of corruption in simple, short documents, but can throw up significant problems in longer ones. On the positive side, Word has some marvellous features when you delve a little further, which can hugely increase your efficiency. These notes were written with both these factors to the fore.)

Word is now by far the most complex software commonly used on personal computers, containing more than 30 million lines of code. It can be configured to an enormous extent to suit your needs, but finding out how to start off can be very daunting. Just leaving Word as it comes from the box — in its factory configuration — exhibits some features that many people find highly irritating and confusing, and some features that soon lead to problems. I cover these aspects too, since I've experienced those reactions in good measure!

# Georgia – Heading 12pt bold, Text 10.5pt

Essentially the notes describe the ways in which I've been rising to the challenge of — as one Word expert said — "bending a sometimes obnoxious product to your will and making it do things that may surprise you". I concentrate especially on the things that improve speed and efficiency — and importantly reduce the chances of document corruption — in long and/or complex documents. (Word usually remains free of corruption in simple, short documents, but can throw up significant problems in longer ones. On the positive side, Word has some marvellous features when you delve a little further, which can hugely increase your efficiency. These notes were written with both these factors to the fore.)

Word is now by far the most complex software commonly used on personal computers, containing more than 30 million lines of code. It can be configured to an enormous extent to suit your needs, but finding out how to start off can be very daunting. Just leaving Word as it comes from the box — in its factory configuration — exhibits some features that many people find highly irritating and confusing, and some features that soon lead to problems. I cover these aspects too, since I've experienced those reactions in good measure!

# Georgia – Heading 12pt bold, Text 10pt

Essentially the notes describe the ways in which I've been rising to the challenge of — as one Word expert said — "bending a sometimes obnoxious product to your will and making it do things that may surprise you". I concentrate especially on the things that improve speed and efficiency — and importantly reduce the chances of document corruption — in long and/or complex documents. (Word usually remains free of corruption in simple, short documents, but can throw up significant problems in longer ones. On the positive side, Word has some marvellous features when you delve a little further, which can hugely increase your efficiency. These notes were written with both these factors to the fore.)

Word is now by far the most complex software commonly used on personal computers, containing more than 30 million lines of code. It can be configured to an enormous extent to suit your needs, but finding out how to start off can be very daunting. Just leaving Word as it comes from the box — in its factory configuration — exhibits some features that many people find highly irritating and confusing, and some features that soon lead to problems. I cover these aspects too, since I've experienced those reactions in good measure!

# Lucida Bright – Hdg 12pt bold, Text 9.5pt

Essentially the notes describe the ways in which I've been rising to the challenge of — as one Word expert said — "bending a sometimes obnoxious product to your will and making it do things that may surprise you". I concentrate especially on the things that improve speed and efficiency — and importantly reduce the chances of document corruption — in long and/or complex documents. (Word usually remains free of corruption in simple, short documents, but can throw up significant problems in longer ones. On the positive side, Word has some marvellous features when you delve a little further, which can hugely increase your efficiency. These notes were written with both these factors to the fore.)

Word is now by far the most complex software commonly used on personal computers, containing more than 30 million lines of code. It can be configured to an enormous extent to suit your needs, but finding out how to start off can be very daunting. Just leaving Word as it comes from the box — in its factory configuration — exhibits some features that many people find highly irritating and confusing, and some features that soon lead to problems. I cover these aspects too, since I've experienced those reactions in good measure!

## Gill Sans – Heading 12pt bold, Text 11pt

Essentially the notes describe the ways in which I've been rising to the challenge of — as one Word expert said — "bending a sometimes obnoxious product to your will and making it do things that may surprise you". I concentrate especially on the things that improve speed and efficiency — and importantly reduce the chances of document corruption — in long and/or complex documents. (Word usually remains free of corruption in simple, short documents, but can throw up significant problems in longer ones. On the positive side, Word has some marvellous features when you delve a little further, which can hugely increase your efficiency. These notes were written with both these factors to the fore.)

Word is now by far the most complex software commonly used on personal computers, containing more than 30 million lines of code. It can be configured to an enormous extent to suit your needs, but finding out how to start off can be very daunting. Just leaving Word as it comes from the box — in its factory configuration — exhibits some features that many people find highly irritating and confusing, and some features that soon lead to problems. I cover these aspects too, since I've experienced those reactions in good measure!

# Helvetica – Heading 12pt bold, Text 10pt

Essentially the notes describe the ways in which I've been rising to the challenge of — as one Word expert said — "bending a sometimes obnoxious product to your will and making it do things that may surprise you". I concentrate especially on the things that improve speed and efficiency — and importantly reduce the chances of document corruption — in long and/or complex documents. (Word usually remains free of corruption in simple, short documents, but can throw up significant problems in longer ones. On the positive side, Word has some marvellous features when you delve a little further, which can hugely increase your efficiency. These notes were written with both these factors to the fore.)

Word is now by far the most complex software commonly used on personal computers, containing more than 30 million lines of code. It can be configured to an enormous extent to suit your needs, but finding out how to start off can be very daunting. Just leaving Word as it comes from the box — in its factory configuration — exhibits some features that many people find highly irritating and confusing, and some features that soon lead to problems. I cover these aspects too, since I've experienced those reactions in good measure!