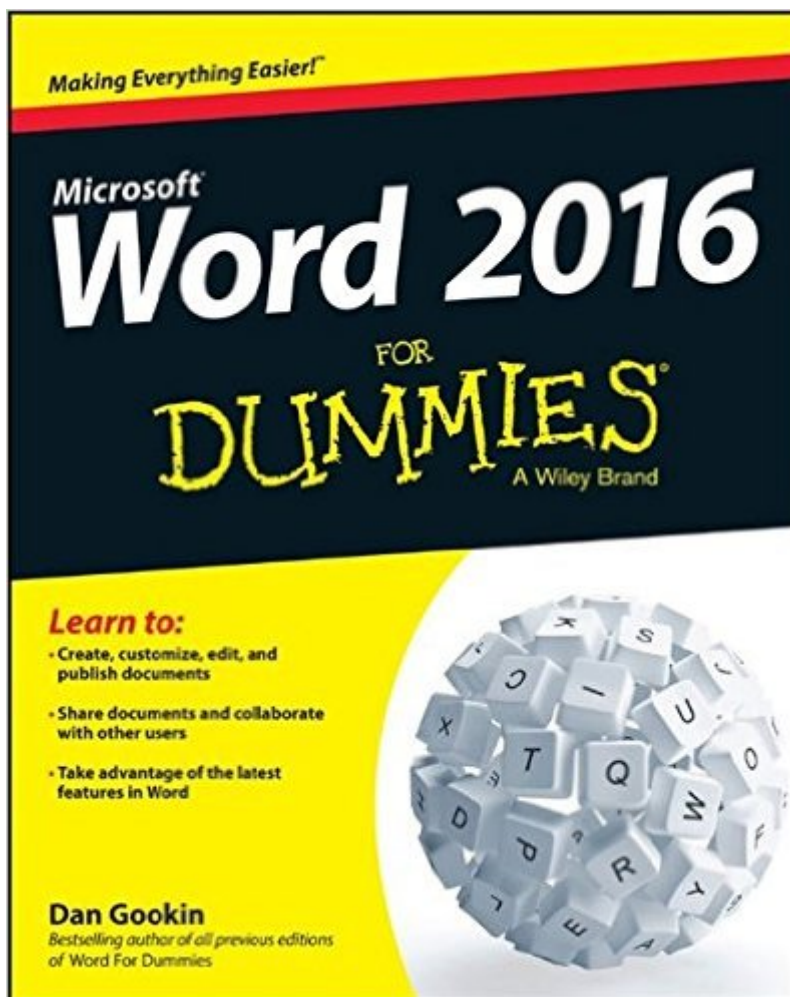


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# Word 2016 For Dummies (Word For Dummies)



## Synopsis

The bestselling beginner's guide to Microsoft Word Written by the author of the first-ever For Dummies book, Dan Gookin, this new edition of Word For Dummies quickly and painlessly gets you up to speed on mastering the world's number-one word processing software. In a friendly, human, and often irreverent manner, it focuses on the needs of the beginning Word user, offering clear and simple guidance on everything you need to know about Microsoft Word 2016, minus the chin-scratching tech jargon. Whether you've used older versions of this popular program or have never processed a single word, this hands-on guide will get you going with the latest installment of Microsoft Word. In no time, you'll begin editing, formatting, proofing, and dressing up your Word documents like a pro. Plus, you'll get easy-to-follow guidance on mastering more advanced skills, like formatting multiple page elements, developing styles, building distinctive templates, and adding creative flair to your documents with images and tables. Covers the new and improved features found in the latest version of the software, Word 2016 Shows you how to master a word processor's seven basic tasks Explains why you can't always trust the spell checker Offers little-known keyboard shortcuts If you're new to Word and want to spend more time on your actual work than figuring out how to make it work for you, this new edition of Word 2016 For Dummies has you covered.

## Book Information

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## Customer Reviews

I used Word every day before retirement. That was 10 years ago. I've forgotten some of the

applications I need to know, now that I'm back at work. This book does not begin to cover what I need, such as how to create macros. In the index, it states macros are on p. 345. They aren't. It's not worth the money.

Fantastic book. If you want to really learn Microsoft's Word, then this is THE book. The author has a wonderful sense of humor and shows extremely instructive examples in a very logical order. Thank you Dan Gookin!!!

This book is very informative and a great reference and guide for the average user such as myself. It is a good "go to" when problems arise, and no one else is available. I would be lost without the Dummies books for reference. It allows a point of reference when systems upgrade so quickly.

It's been a long time since I took a computer class and this book answered a lot of my questions and got me out of some messes. The perfect handbook for writers who use Word.

Word 2016 for Dummies answers many of the questions Microsoft never bothered to address with its customers.

Good, but not great. I wanted to know how to print 'non-printing' characters. No such luck.

whats to say it gives me all i need clearly

it helped with specific questions.

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