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word basics for simple documents creating longer and more complex documents sharing documents and collaborating with other people customizing word with macros and other tools word help and beyond

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provides step by step instructions on creating a variety of documents with the latest version of microsoft word

microsoft office is the most widely used software suite in the world the half dozen programs in office 2010 are packed with amazing features but most people just know the basics this entertaining guide not only gets you started with office it reveals all kinds of useful things you didn t know the software could do with plenty of power user tips and tricks when you re ready for more create professional looking documents learn everything you need to know to craft beautiful word documents stay organized keep track of your email calendar and contacts with outlook crunch numbers with ease assemble data make calculations and summarize the results with excel make eye catching presentations build powerpoint slideshows with video and audio clips animations and more build access databases quickly make your data easy to find sort and manage manage your files more efficiently use the new backstage view to quickly work with your office files get to know the whole suite learn to use other handy office tools publisher onenote and office apps

includes the latest information on security problems in word and how to prevent them offers tips for formatting for black and white versus color printers explains when to use word for publishing to the web and when to depend on frontpage

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because most people don't have the luxury of sitting down uninterrupted for hours at a time to learn word this 10 minute guide focuses on the most often used features covering them in lessons designed to take 10 minutes or less to complete in addition this guide teaches the user how to use word without relying on technical jargon by providing straightforward easy to follow explanations and lists of numbered steps that tell the user which keys to press and which options to select

dan gookin gets you up to speed so you can get down to work with all the new features of word 2010 bestselling and quintessential for dummies author dan gookin employs his usual fun and friendly candor while walking you through the spectrum of new features of word 2010 completely in tune with the needs of the beginning word user gookin shows you how to use word quickly and efficiently so that you can spend more time working on your projects and less time trying to figure out how to make word perform the tasks you need it to do this newest edition of word for dummies explains how to navigate the user interface and take advantages of file formats and skips the unnecessary jargon unparalleled author dan gookin applies his beloved for dummies writing style to introduce you to all the features and functions of word 2010 escorts you through the capabilities of word 2010 without weighing you down with unnecessary technical jargon deciphers the user interface and shows you how to take advantage of the file formats the word on the street is that word 2010 for dummies is a must read

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