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your documents to a new level

Key Features

Lean into expert advice from Microsoft Certified trainers with decades of experience

Collaborate effortlessly with other even when you re using different formats and versions of Word

Learn to undo tricky mistakes and troubleshoot difficult scenarios without panic

Book Description

If you re proud of yourself for finally learning how to use keyboard shortcuts and the search function but still skip a beat when asked to generate a table of contents then this book is for you

Written by two experts who ve been teaching the world about Word for decades

Microsoft 365 Word Tips and Tricks is a powerhouse of demystifying advice that will take you from Word user to Word master

This book takes you on a step by step journey through Word essentials with plenty of practical examples

With it you ll explore different versions of Microsoft Word its full functionality and understand how these versions impact collaboration with others

Each chapter focuses on a different aspect of working with the legendary text editor including a whole chapter dedicated to concentrating better with the help of Word

Expert advice will fill your knowledge gaps and teach you how to work more productively and efficiently with text images styles and even macros

By the end of this book you will be able to make better documents faster and troubleshoot any Word related problem that comes your way

And because of its clear and cohesive structure you can easily come back to refresh your knowledge whenever you need it

What you will learn

Track a document s changes as well as comment on and review changes by others both locally and remotely

Use Word s navigation and view features to improve productivity

Generate more consistently formatted documents with Styles

Perform common tasks through simple formatting techniques

Quick Parts customizing AutoCorrect AutoFormat and memorizing keyboard shortcuts

Troubleshoot the most frustrating formatting problems experienced by Word users

Create more universally accessible documents by adding Alt Text using the accessibility checker and other Word features

Who this book is for

Authors copywriters teachers professionals and everyone else who uses Word on a daily basis but is still a little intimidated by it will get a lot out of this book

You won t need any prior knowledge of Microsoft Word s advanced functions to get started but the basics like open save copy and paste are a must

Mastering Microsoft Word for Windows Michael J. Young,1992

An up to date edition of our complete guide to Word for Windows featuring the latest software release

It offers a tutorial for newcomers and systematic coverage of intermediate to advanced topics including tables and columns fonts graphics styles and templates and multiple Windows

Microsoft Word 2010 Inside Out Katherine Murray,2010-10-08

You re beyond the basics with Word so dive right in and really put your documents to work

This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds

It s all muscle and no fluff

Discover how the experts tackle Word 2010 and challenge yourself to new levels of mastery

Master the tools to expertly organize edit and present your content

Craft professional looking documents with Themes Quick Style Sets and Building Blocks

Add visual impact with SmartArt diagrams charts pictures and drawings

Organize and clarify content with effective tables and charts

Use cross references tables of contents and indexes in your complex documents

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many users will find new things to learn and use in Word 2010 and this all in one guide gets them up to speed while providing a reference for taking Word to the next level Word is the top selling application in the Microsoft Office suite and is the leading word processing software Both newcomers to Word and experienced users will need instruction in Word 2010 s new features including online editing capabilities online document collaboration and an improved search function Nine minibooks cover Word basics editing formatting inserting bits and pieces publishing documents using reference features mailings customizing Word and special features for developers Word 2010 All in One For Dummies makes it easier for Word users everywhere to get up and running with Word 2010 and its new features *Microsoft Word for Windows 95* Mary V. Campbell, Gabrielle Lawrence, 1995 A comprehensive one stop resource for clear answers to questions on Word for Windows This guide eliminates having to wade through unnecessary details to hunt down specific information in lengthy manuals Every Word for Windows feature menu item command and function is fully described and accompanied by a short example

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