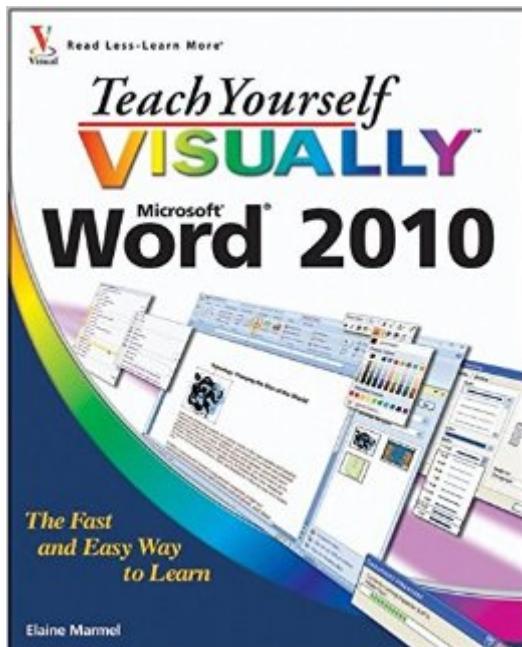


The book was found

# Teach Yourself VISUALLY Word 2010



## **Synopsis**

Learn to use Microsoft Word 2010 the easy, visual way Word is the most popular application in the Microsoft Office suite, and Word 2010 has some exciting new features. If you learn best when you can see how something is done, you'll find the step-by-step instructions and full-color screen shots make it quick and easy to learn this new version of Word. The visual format helps you understand Word's new features, including Web Apps and the revised user interface. Learn to set up and format documents, work with graphics, use Mail Merge, post documents to the Web, and more. Word 2010 includes support for typographic features that enable you to create more sophisticated documents. This guide shows how to use the new features with step-by-step instructions and full-color views of what you see on the screen at each step. Perfect for visual learners who like to see how something is done. Covers dozens of common tasks you will use every day. Teach Yourself VISUALLY Word 2010 gets you up to speed on the new version of Word quickly and easily.

## **Book Information**

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## **Customer Reviews**

With color-coded arrows, concise written directions and actual screenshots of ribbons, dialogue boxes and layout views, this book serves as an excellent tool for learning Word and as a rapid-entry bookshelf reference source. The Table of Contents is clear and the Index is complete. In the few weeks I have had this book I have found that each function is described in a direct how-to style that incorporates the appeal of color and non-textual graphical aids that make it simple to figure out what to do to accomplish a task in Word 2010. There may be shortcomings but I haven't found any. The bright colors throughout and weird funny graphics add to the joy of this book, making it a great

pleasure to use instead of the irascible and dull chore some of this book's competitors have made of learning Word. Their approach makes Word into a beast of computerized inner secrets. But this book is entertaining while sticking to the point...no personal anecdotes nor digressions down memory lane or gripes about Microsoft. Nor does it stoop to gushing praise. I tried about a dozen other Word 2010 reference books and Tech Manuals, some paper, some electronic, but this gets the gold medal. This is the book to have no matter how versed you are in using Word, unless you have already memorized all of Word's features. Left out of this book are many esoteric Word features. But they aren't missing, they are just beyond the scope here. Subjects such as the vocabulary for Visual Basic which you would need to write new commands or extend Word's capabilities are not here. World-class computer-program designers, such as the heads of Information Technology departments for major corporations, will find this book beneath their needs.

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