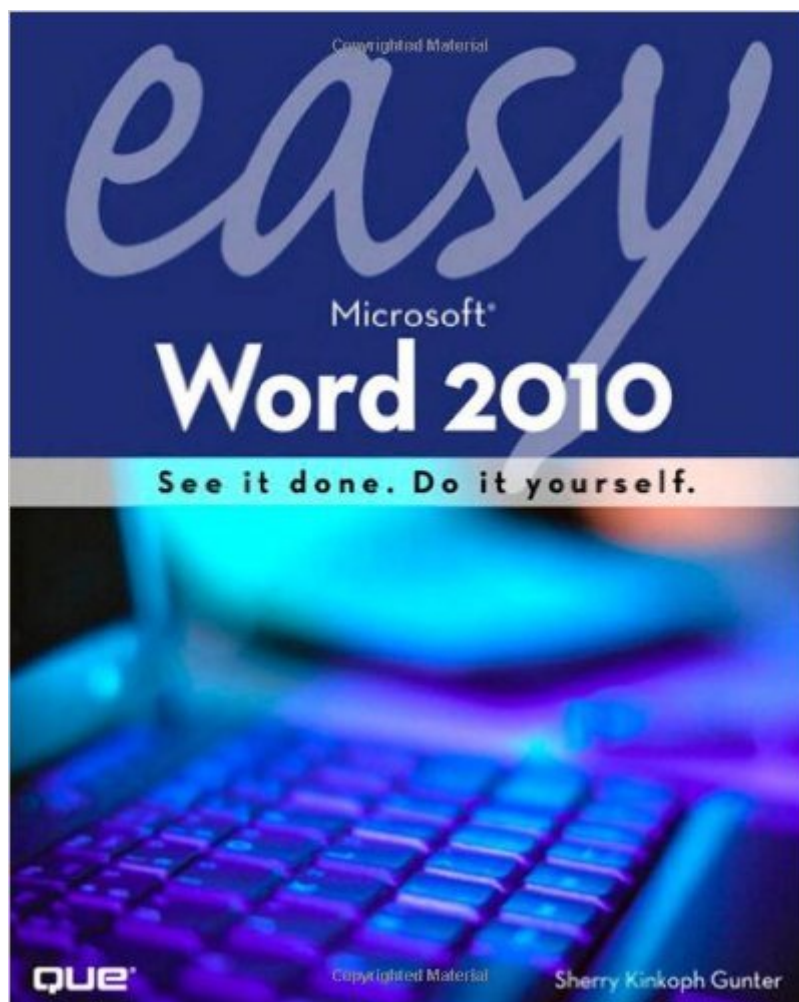


The book was found

# Easy Microsoft Word 2010



## Synopsis

SEE IT DONE. DO IT YOURSELF. It's that Easy! Easy Microsoft Word 2010 teaches you all the fundamentals of working with Microsoft's newest version of Word. Fully illustrated steps with simple instructions guide you through every task, building the skills you need to learn Word 2010 with ease. No need to feel intimidated—we'll hold your hand every step of the way. • Learn how to • Make the most of Word 2010's best new features • Find the right Word tool for the job instantly! • Enter and format text faster and more efficiently • Create great-looking documents with new layouts and themes • Use tables to quickly organize your content • Insert automated footnotes, captions, references, and tables of contents • Easily manage changes from everyone who reviews your documents • Print documents and create easy-to-share PDFs • Store, work with, and share your documents on the Web •

## Book Information

Series: Easy

Paperback: 264 pages

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Product Dimensions: 8 x 0.4 x 10 inches

Shipping Weight: 1.2 pounds (View shipping rates and policies)

Average Customer Review: 2.0 out of 5 stars • See all reviews (3 customer reviews)

Best Sellers Rank: #1,671,442 in Books (See Top 100 in Books) #355 in Books > Computers & Technology > Software > Microsoft > Microsoft Word #446 in Books > Computers & Technology > Software > Word Processing #620 in Books > Computers & Technology > Software > Suites

## Customer Reviews

Seems like I should have learned better by now, so blame my inconsistent practice rather than the book. It shows the steps in simple fashion. I could still use a teacher whispering in my ear...or maybe just talking in a normal voice, and not directly into my ear.

Unless you are someone who has never used Word before DO NOT buy this book. It is basically a piece of trash. I would actually give it a 0 star rating. Tells you elementary things like how to save and print a document and more advanced things but does not cover questions one really needs to

know!

I would consider myself to be an intermediate user of Word and I found I already knew most of the tips and guidance included in this book. As one of the reviewers mentions, it is more so for those who are barely familiar with Word as is and need the step-by-step instructions to become more comfortable and familiar with general Word features. However, there is very little, if anything at all, when it comes to the more advanced features and use of Microsoft Word to maximize its potential to similar software such as Adobe InDesign, Microsoft Publisher, etc.

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