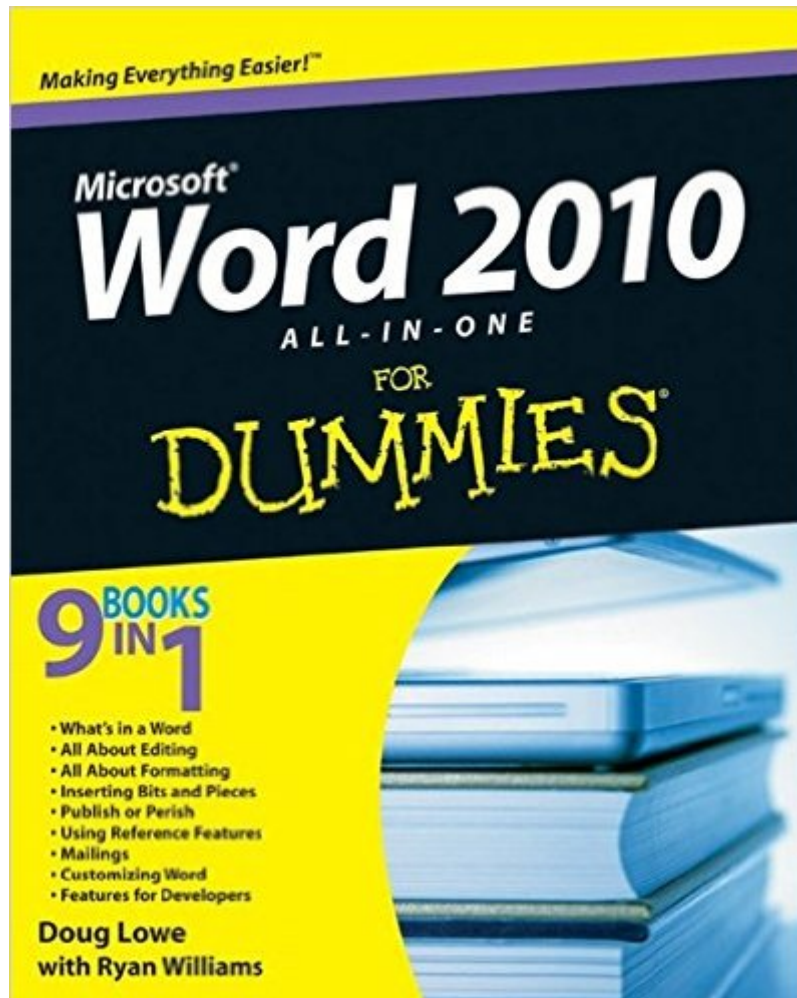


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# Word 2010 All-in-One For Dummies



## Synopsis

A complete guide to the world's most popular word processing software Microsoft Word is the most popular word processing software on the planet, and the most-used application in the Microsoft Office productivity suite. Along with the rest of Office, Word has been enhanced with new features and capabilities in the 2010 version. Word's 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.

## Book Information

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## Customer Reviews

Having gone from Office 97 to Office 2010 the changes in WORD were far more than one could expect to merely walk through. "Word 2010 for Dummies," with the use of the index in the rear of the book, took me to the exact location I needed and I was able to navigate any question of "How To?" almost immediately. I guess I'm classified as a Computer 2010 Dummie, and this was the perfect book for me.

After Word went through the interface transition and I turned on my new computer, if I hadn't ordered this volume in advance, I would have been totally lost. It made everything so easy. I was back up and running in a weekend. The author has a sense of humor that was entertaining along the way. But it's also great if you are just starting out. Everything is taught as if you just learned how to turn on the computer. It goes way past the basics if you want into macros...

I ordered the hard copy of this rather than the download so I could flip pages back and forth easily. The download has its advantages, too. You can easily search the computer version for your particular problem/question, but it takes a little more effort to search the book's index. The book is well-written and the technical jargon is easy to follow. Would recommend for anyone wishing to hone their WORD processing skills.

Word 2010 For Dummies is loaded with an incredible amount of information and guidance for beginners, on up. Step by step instructions are given for all Word applications and will help solve most issues when using Word 2010 processing. I did find some discrepancies with a few of the instructions and illustrations, but that may be due to the fact that I am only using the version that comes with Windows 7 and not the full Microsoft Word that must be purchased extra. As with most of the other "Dummies" books, this one is no different and is sure to be a great help to those of us less educated in the world of word processing. Recommended. R.E.W.

This is a very comprehensive manual for using MS Word. Such works are most useful as a resource to use when you need it. Unfortunately, like most of its kin, it lacks a really comprehensive index. The more comprehensive a reference is, the more important is the index. To be most useful, I would like to see almost 10 index references for every page of text.

As someone who's been working with Word 2010 for over a year now, I found I still learned great tips and tricks to make me work more efficiently.

I purchased this book to help me with my school papers. Online help is good but there is just something about holding the book. It really helped me and I'm sure it will continue to help me in the future.

I found a "perfect" book for me...one for Dummies! I am not a "techie", but found this book to be very

user friendly! I highly recommend it!

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