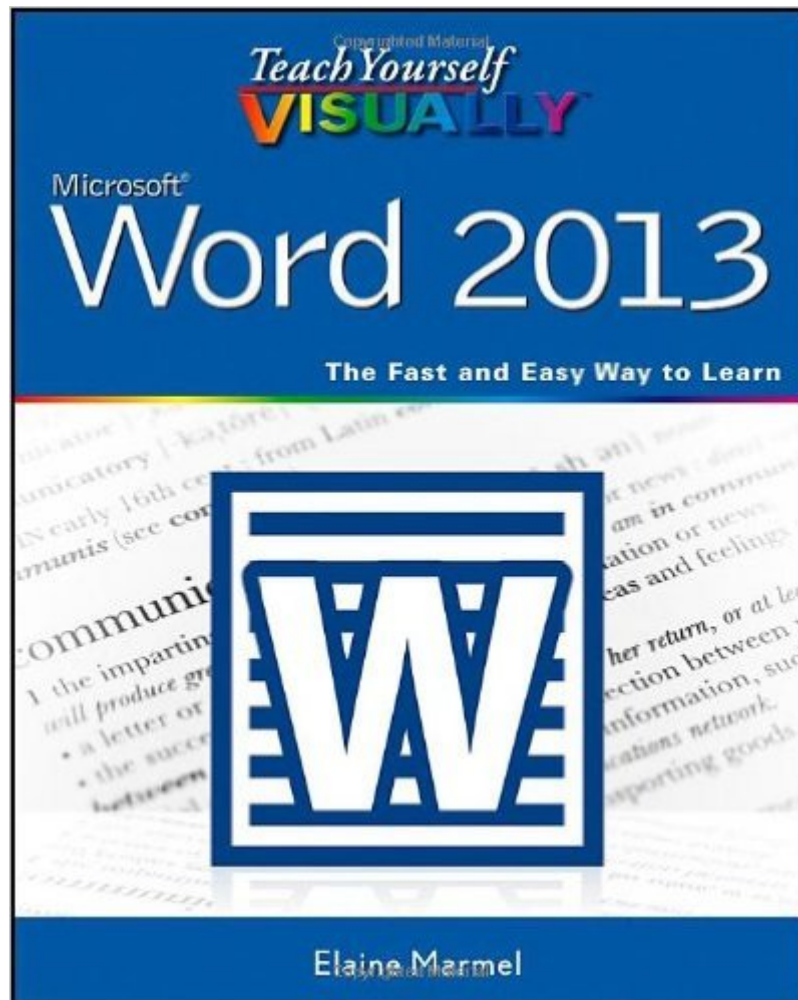


The book was found

# Teach Yourself VISUALLY Word 2013



## Synopsis

Get up to speed on the newest version of Word with visual instruction Microsoft Word is the standard for word processing programs, and the newest version offers additional functionality you'll want to use. Get up to speed quickly and easily with the step-by-step instructions and full-color screen shots in this popular guide! You'll see how to perform dozens of tasks, including how to set up and format documents and text; work with diagrams, charts, and pictures; use Mail Merge; post documents online; and much more. Easy-to-follow, two-page lessons make learning a snap.

Full-color, step-by-step instructions show you how to perform all the essential tasks of Microsoft Word 2013 Explains how to set up and format documents, edit them, add images and charts, post documents online for sharing and reviewing, and take advantage of all the newest features of Word Previous editions have sold more than 220,000 copies The Visual learning system makes it easy to learn more while reading less Teach Yourself VISUALLY Word 2013 helps you master the most popular word processing program quickly, easily, and visually.

## Book Information

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## Customer Reviews

I usually give these a five star rating. The visually books are the best. However, this issue has such tiny print as to be difficult to read without a magnifying glass. I don't know if the publisher was trying to save money by making the size of the book smaller with smaller print, but the reason I buy these is for their easy on the eyes reading and visuals. Not good with this volume. I would not recommend this book for this reason. Very disappointed in this product.

I have been a fan of the Teach Yourself Visually books for many years. This has to be the 6th or 7th one I have purchased. I am learning Word 2013 to help my friend with her new computer and not having the program right in front of me to use the book compensates well for that. I can see everything that is supposed to happen in the pictures and there isn't a lot of text to get you confused or bore you to tears. I am finding that when I pick up Word 2013 again with my friend I will be able to easily teach her how to use it because of the simplicity of this book.

I ordered this book as a refresher for my use of Microsoft's word processing software called "Word." The content of the book is easy to follow and clearly written with demonstrating pictures easy to understand. I recommend this book highly.

Excellent. As painless a way to learn software as probably exists. Faster to get right to what you need, than video lessons, and far easier to read and digest than a typical "thick tomb" User Manual for the power users. Extremely well done. Deserves all five stars. Highly recommended for the average user, who needs to upgrade their skills from 1 - 3 versions prior.

This book is set up in a logical format, and the illustrations make it easy to follow the maze of the Word 2013 program . It will take a while yet to master Word 2013, but it helps to find solutions easily by finding the subject in the comprehensive index. I'm still bemoaning the fact, though, that Windows XP was abandoned.

Love these "Visually" how to books. Have been using them for years. Quick info, detailed "screen shots". Have them for Word, Access, Excel, Power Point, Windows 7, Windows Vista, AND Windows 10 is on order as I write. Actually quicker than surfing through the Office community pages, and other sources looking for answers from other users or surfing the entire Microsoft website looking for an answer to your question(s). GREAT tools! I highly recommend them all.

Easy to read, informative instructions, and well illustrated, this "how to" tome makes it not so much a chore to learn this more-or-less "standard" word processing program. The book's real strong points are the table of contents and the index that make it a snap get what you need to operate a program feature right now, unlike other publications I've had in the past that will put you on a time-consuming "paper safari" to find what you desperately need at the moment.

Pictures are nearly impossible to see.....they should be made larger. Not everyone is 20 years old with excellent eyesight.

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