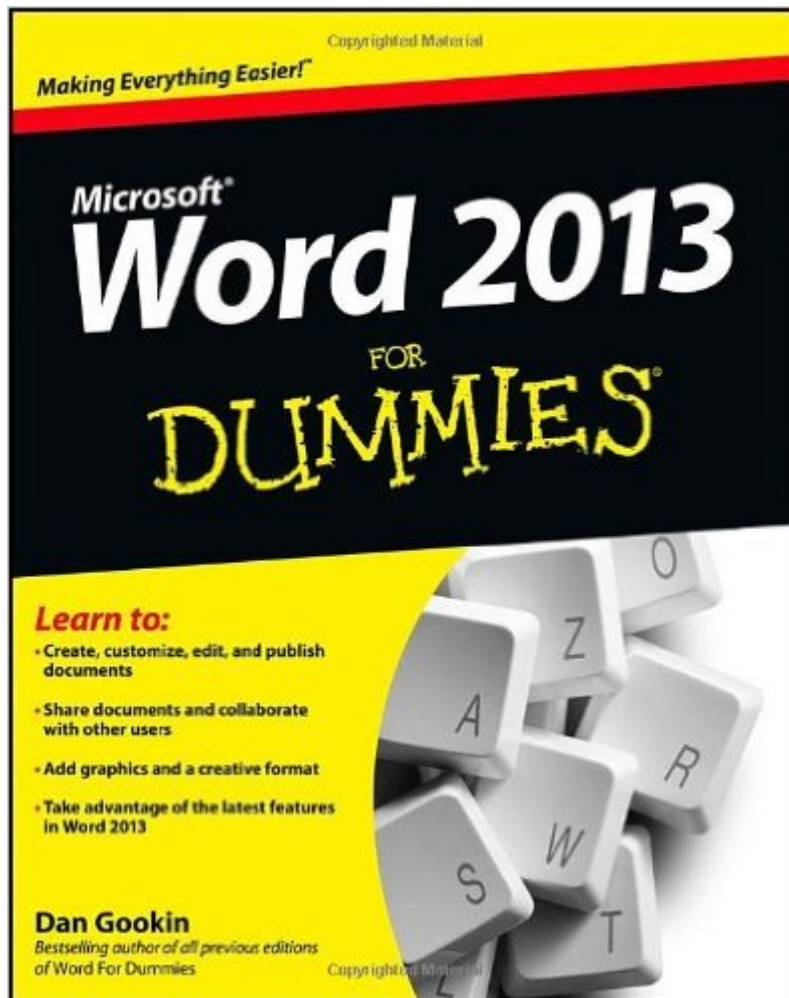# The book was found

Word 2013 For Dummies

Synopsis

This bestselling guide to Microsoft Word is the first and last word on Word 2013 It's a whole new Word, so jump right into this book and learn how to make the most of it. Bestselling For Dummies author Dan Gookin puts his usual fun and friendly candor back to work to show you how to navigate the new features of Word 2013. Completely in tune with the needs of the beginning user, Gookin explains how to use Word 2013 quickly and efficiently so that you can spend more time working on your projects and less time trying to figure it all out. Walks you through the capabilities of Word 2013 without weighing you down with unnecessary technical jargon Deciphers the user interface and shows you how to take advantage of the file formats Covers editing documents, working with text, using grammar and spelling tools, formatting, adding images and other design elements, and more Get the word on the latest Word with Word 2013 For Dummies!

Book Information

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Average Customer Review: 4.0 out of 5 starsÂ Â See all reviewsÂ (122 customer reviews)

Best Sellers Rank: #101,801 in Books (See Top 100 in Books)   #29 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Word   #32 inÂ Books > Computers & Technology > Software > Word Processing   #1439 inÂ Books > Textbooks > Computer Science

Customer Reviews

I've never taken a class for this and need to make a bulletin for a non-profit organization and have used this a LOT! You don't have to read it through consecutively to get info. In fact, the intro says you can look at the parts you are interested in and don't have to have read the earlier ones. I do use some for basic info NOW but am reading it through just to make sure I don't lose any little tidbit that I can use.As with all the Dummies books, it's cleverly written with wit and easy to find info with the layout and diagrams.

When I was first confronted with Word 2013, my first thought was "Oh no, now what." I tried another

book, but that was worse than Greek to me. I've always had good luck with "Dummies" books, and this was no different. Dan is a very clear writer. He walks you right through it. I recommend this to anyone as muddled as I was.

This book takes you into the world of Word 2013 step by step. Perfect for someone like myself who has been out of an office environment for over a decade. Techno savvy I am not! However, the instructions are very precise and concise, and yes - if you submit a question to the author, he WILL get back to you!!Well worth every penny!

Good book for even an experienced Word user. I purchased Office 2013with a new computer and I needed help keeping up with the newuser interface and the newer capabilities of the program.This book has worked out really well. I was able to quickly findanswers to a proglem that I needed to solve right away: how toset the headers and footers on a document. It was easy to see howwhen I read only a couple of pages in the book.I continue to be pleased with how thorough the Word 2013 For Dummiesis. It is very well written and it is comprehensive and yet clear andsimple enough. Every software program should include a manualthis useful.

The paper version has an index. The Kindle version has no index. Very disappointing. The search does not make up for the lack of an index.

Word 2013 for Dummies clearly presented how to do a task at a beginning level. For beginners I would recommend this book. However I knew more about Word 2013, based on a previous word program, than I thought. Therefore I bought the book WORD 2013 IN DEPTH by Faithe Wempen for its more advanced explanations.

When my computer went on the fritz, I had to buy Word 2013, which is unnecessarily complicated - far more than it needs to be!!!The author points this out (as if I hadn't already discovered this!) in such a humorous way that you can't help but laugh out loud.I've yet to find the time to read it all, but I'm really going to need it shortly for a project I need to complete, so I'm really glad I bought this book!

This is strictly personal but Microsoft did NOT do any favors to the single home computer user.Word 2013 is a total disaster. May be helpful to someone in and office who needs a million differentways

to do a 50 different projects. Trying to save something or just write a letter is so complicatedit is maddening. I have just switched to Word Pad for most things.Wish these companies would leave well enough alone, or at least give us a choice of the program weused and loved.

Warriors Word Scramble: Word Scramble Games - Word Search, Word Puzzles And Word Scrambles (Word Games, Brain Games, Word Search, Word Search Games, Word ... Scramble, Word Scrabble, Unscramble Word) Word Search Book for Adults: Word Search Puzzles to Improve Memory and Exercise: word search, word search books, word search books for adults, adult word search books, word search puzzle books Word Search Puzzles Large Print: Large print word search, Word search books, Word search books for adults, Adult word search books, Word search puzzle books, Extra large print word search Word 2016 For Dummies (Word for Dummies) Exploring: Microsoft Word 2013, Comprehensive (Exploring for Office 2013) Adult Swear Word Coloring Book : Fuck You & Other Irreverent Notes To Annoying People: 40 Sweary Rude Curse Word Coloring Pages To Calm You The F*ck Down (Adult Swear Word Coloring Books) (Volume 1) Swear Word Coloring Book Adults Retro & Pop Art Edition : A Very Sweary Coloring Book: 44 Stress Relieving Curse Word Pictures To Calm You The F**k Down (Swear Word Coloring Books) (Volume 4) Unscrambled - The Ultimate Anagram Solver for Scrabble, Words With Friends, and most popular word games! (Word Buff's Totally Unfair Word Game Guides Book 3) The Best Large Print Word Search Puzzle Book: A Collection of 50 Themed Word Search Puzzles; Great for Adults and for Kids! (The Best Large Print Word Search Puzzle Books) (Volume 1) Spanish-English Word Puzzle Book: 14 Fun Spanish and English Word Games (Bilingual Word Puzzle Books) (Spanish Edition) Fingerspelling Word Search Games - 36 Word Search Puzzles with the American Sign Language Alphabet: Volume 01 (Fingerspelling Word Search Games for Adults) Word 2013 For Dummies Mushrooms: A New Ultimate Guide to Growing Mushrooms at Home For Dummies: (Mushroom Farming, How to Grow Oyster Mushrooms, Edible Mushrooms) (Farming For Dummies, Gardening For Dummies Book 2) Exploring Microsoft Access 2013, Comprehensive (Exploring for Office 2013) Microsoft Access 2013, Fast and Easy: A Beginners Tutorial for Microsoft Access 2013 (Get It Done FAST Book 14) SAM 2013 Assessment, Training and Projects with MindTap Reader for Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach Printed Access Card Exploring: Microsoft Excel 2013, Comprehensive Â & MyITLab with Pearson eText -- Access Card -- for Exploring with Office 2013 Package Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013) GO! with Microsoft Outlook 2013 Getting Started (GO! for Office 2013) Creating HTML 5 Websites and Cloud Business Apps Using LightSwitch In Visual

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