

Word 2016 IN DEPTH

Faithe Wempen



Word 2016 In Depth Includes Content Update Program

Joe Habraken



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Word 2016 In Depth (includes Content Update Program) Faithe Wempen, 2015-11-03 Word 2016 IN DEPTH Beyond the Basics Beneath the Surface In Depth Do more in less time Are you ready to harness the full power of Word 2016 to create professional documents Then you re ready for Word 2016 In Depth In this comprehensive guide to Word you ll learn the skills and techniques for efficiently building the documents you need for both your professional and your personal life Faithe Wempen delivers step by step instructions troubleshooting advice and insider tips to help you improve your written image in business academic organizational and personal settings Accelerate formatting by creating and applying themes and styles Incorporate graphical content such as clip art photos SmartArt and charts Save your work in a variety of formats including backward compatible Word files PDF and XPS page layouts graphics HTML and more Perform mail and data merges to generate catalogs form letters labels and envelopes Learn about the fields that drive many of Word s most powerful features and how to look behind the scenes to customize field behaviors Use indexing tables of contents and master documents to organize book length works Cite sources and document references in a variety of formats including APA and MLA Collaborate with other people even simultaneously managing each person s comments and changes Create complex math formulas without leaving Word Write and edit macros that automate repeated tasks Work with your Word documents anywhere via OneDrive and Office Online Create user interactive forms that include a variety of field types All In Depth books offer Comprehensive coverage with detailed solutions Troubleshooting help for tough problems you can t fix on your own Outstanding authors recognized worldwide for their expertise and teaching style Learning reference problem solving the only Word 2016 book you need This book is part of Que s Content Update Program As Microsoft updates features of Word sections of this book will be updated or new sections will be added to match the updates to the software See inside for details

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step with many exercises Through the division into three volumes and the many exercises the material can be taught step by step and building up so that the readers are effectively introduced to dealing with Word In the first volume you will find Repeat Windows Basics Folder and files Keyboard and Mouse Windows techniques Starting programs Basic techniques of word processing To mark Paragraph and font settings Copy and paste Set up page Create a letter Design with fonts Word aids Hyphenation Spell checker Special characters Make texts appealing Special paragraphs hanging heels bullets Bullet Frame and shading lines fill color Transfer format Special rationally working with quick components Tabulators and tables WordArt Final remark In the meantime MS Word can do something for almost any type of program writing texts books or professional computer sets designing graphics or inserting pictures designing title pages with photos as background calculating in tables creating a database and evaluating it as a serial letter with a differentiated salutation Thus MS Word has become one of the most difficult programs because of this variety of functions That is why it is extremely important to be systematic in the training Our three Word volumes prepare optimally and tailored to the application case for dealing with Word Format texts a letter the first table etc

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