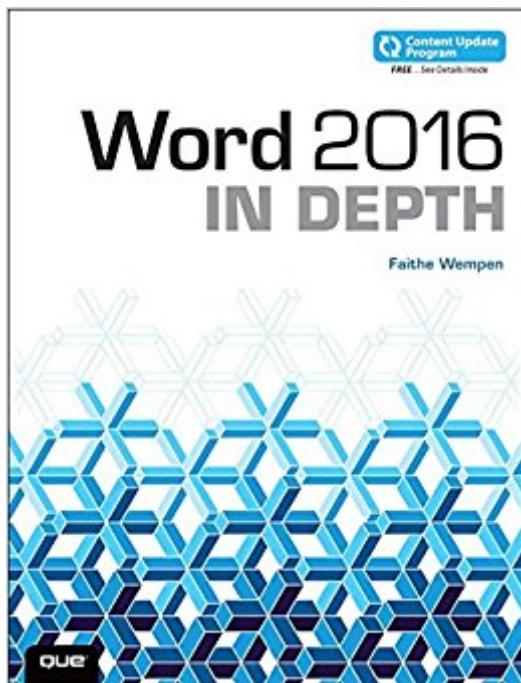


The book was found

Word 2016 In Depth (includes Content Update Program)



Synopsis

Word 2016 IN DEPTH Beyond the Basicsâ | Beneath the Surfaceâ |In Depth Do more in less time! Are you ready to harness the full power of Word 2016 to create professional documents? Then, youâ™re ready for Word 2016 In Depth. In this comprehensive guide to Word, youâ™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 Wordâ™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 personâ™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 canâ™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 Queâ™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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Customer Reviews

Like all such manuals it is poor on actually implementing styles and has a wretched index

I have not been disappointed yet. No questions left unanswered and a good read considering it's an "old" topic.

Good book about word 2016, lot of goot information and tips

In depth information that can be easily found.

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