



Word 2016 For Dummies (Word for Dummies)

Dan Gookin

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The bestselling beginner's guide to Microsoft Word

Written by the author of the first-ever For Dummies book, Dan Gookin, this new edition of *Word For Dummies* quickly and painlessly gets you up to speed on mastering the world's number-one word processing software. In a friendly, human, and often irreverent manner, it focuses on the needs of the beginning Word user, offering clear and simple guidance on everything you need to know about Microsoft Word 2016, minus the chin-scratching tech jargon.

Whether you've used older versions of this popular program or have never processed a single word, this hands-on guide will get you going with the latest installment of Microsoft Word. In no time, you'll begin editing, formatting, proofing, and dressing up your Word documents like a pro. Plus, you'll get easy-to-follow guidance on mastering more advanced skills, like formatting multiple page elements, developing styles, building distinctive templates, and adding creative flair to your documents with images and tables.

- Covers the new and improved features found in the latest version of the software, Word 2016
- Shows you how to master a word processor's seven basic tasks
- Explains why you can't always trust the spell checker
- Offers little-known keyboard shortcuts

If you're new to Word and want to spend more time on your actual work than figuring out how to make it work for you, this new edition of *Word 2016 For Dummies* has you covered.

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