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# Microsoft Word 2016 Step By Step



## Synopsis

The quick way to learn Microsoft Word 2016! This is learning made easy. Get more done quickly with Word 2016. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Get easy-to-follow guidance from a certified Microsoft Office Specialist Master Learn and practice new skills while working with sample content, or look up specific procedures Create visually appealing documents for school, business, community, or personal purposes Use built-in tools to capture and edit graphics Present data in tables, diagrams, and charts Track and compile reference materials Manage document collaboration and review Fix privacy, accessibility, and compatibility issues Supercharge your efficiency by creating custom styles, themes, and templates

## Book Information

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## Customer Reviews

I use Word (2010) fairly frequently, so I was wondering how much this book would teach me. I found out in reading this that there is way more that I can do with Word than I am currently doing. Even though the book is written for Word 2016, much of the content applies to some of the older versions. I like the format of the book, which balances pictures and text effectively. Fifteen of the sixteen chapters have practice tasks where you can make sure you have learned the material. There is a good balance of beginning, intermediate and expert material in the book. In addition to covering the technical Word skills, there is a chapter on creating professional documents that contains a lot of good tips. There is good coverage of diagram, charts and other visual elements. I had not seen use

of equations explained anywhere else so this was quite helpful to me.

I have used the Step by Step books for about ten years for facilitation of various community college classes. I have always LOVED these books and sworn by them as the best for in person training for the best price. Unfortunately, that has all changed with the 2016 series. These books are now set up COMPLETELY differently. They used to introduce a topic and then have you practice, introduce a topic and practice, etc. They are now pretty much user guides with a VERY short practice exercise section at the end of each chapter. It seems they've cut out roughly 50% of the practice activities. The books will probably be somewhat usable for someone who is teaching themselves an application, but they are now useless in a classroom environment.

Microsoft Word 2016 - Microsoft Press  
Microsoft Step by Step books are my all-time favorites. I have been using Step by Step books since 2007 Microsoft Office System came out. I would recommend it to any person for home or office, and to a seniors at the computer club I volunteer. Also, to a college student at the colleges I teach as supplementary reading in addition to the text book. In addition, I would recommend the book to anyone who wishes to enhance his/her knowledge on the newest Microsoft word processing material. Joan Lambert did a fantastic job organizing Microsoft Word 2016 book. I love any book that is easy to follow from start to finish. This is what this book provides. Table of Contents in MS Step by Step is outlined with perfection. I fully appreciate practice files and tasks, added tips, artistic effects included into some pictures. In addition Visual Elements and Equation Gallery are a plus. I plan to take full advantage of advanced Word functions as well. Customized options, keyboard shortcuts and detailed glossary are a definite plus.

This book exceeded my expectations. I have been using Microsoft Word for many many years but what I found out was I really didn't know just what capabilities the Word program actually had. Bottom line was I didn't know how little I knew. Even though it is written for Word 2016 users most everything can be adapted to earlier versions of Word. Probably the biggest compliment I have is no matter what level of expertise you have you will get a ton of new tips and tricks to improve your skills. You can start out with the very basics or go up to some of the more advanced features. Guaranteed you will learn something. The practice tasks were very helpful in doing hands on of what you learned how to do. Throughout the entire book there are "tip" boxes that outline specific examples of ways to do things that are easy to understand. I cannot say enough good things about this book. A MUST HAVE.

Finished this book in about 2 weeks and learned a lot about Word 2016. I highly recommend downloading the practice files as they reinforce what's covered in each chapter. Chapters are only a few pages long and the majority of text is given over to step by step lists which can be tedious to read but makes it a great reference book after completion. Having Word running helped a lot too. I would read and understand the steps then immediately switch to an open document in Word and perform the instructions.

Easy to follow. Having the guide on screen while working with Word document ( split screen) is very easy.

The practice files are not as easy to find or download as they claim. I wish I had bought a different book.

valuable on maintaining my several computers using Windows 10

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