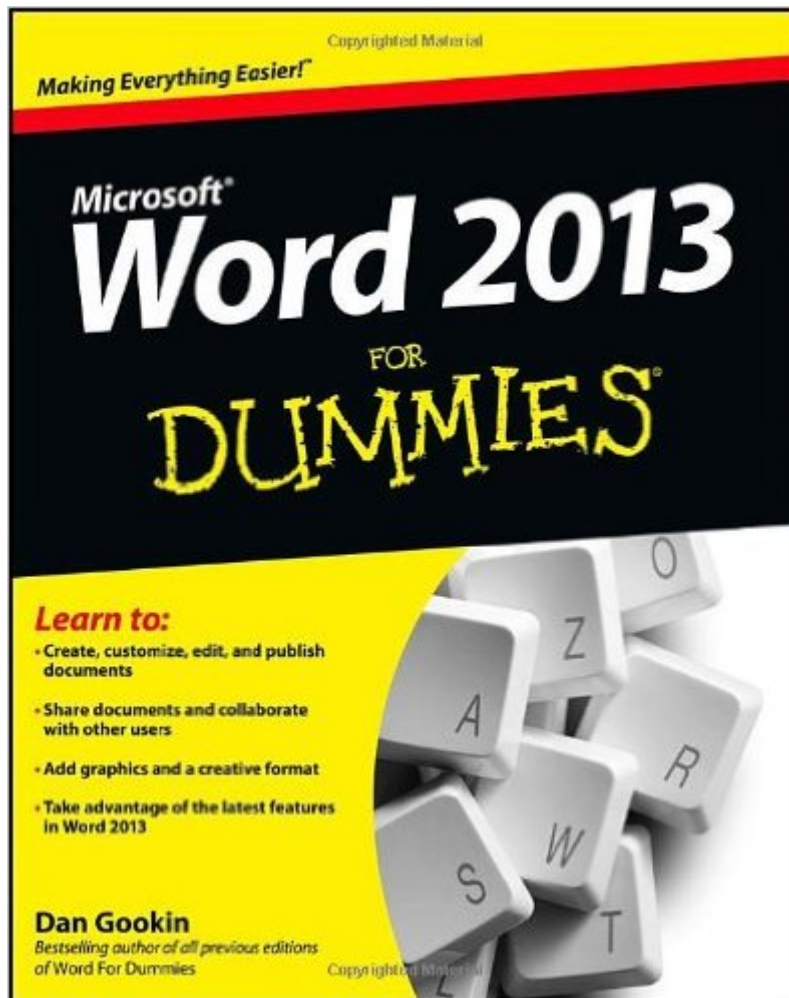


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# Word 2013 For Dummies



## 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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## 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 2013 with a new computer and I needed help keeping up with the new user interface and the newer capabilities of the program. This book has worked out really well. I was able to quickly find answers to a problem that I needed to solve right away: how to set the headers and footers on a document. It was easy to see how when I read only a couple of pages in the book. I continue to be pleased with how thorough the Word 2013 For Dummies is. It is very well written and it is comprehensive and yet clear and simple enough. Every software program should include a manual this 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 an office who needs a million different ways

to do a 50 different projects. Trying to save something or just write a letter is so complicated it 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 we used and loved.

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