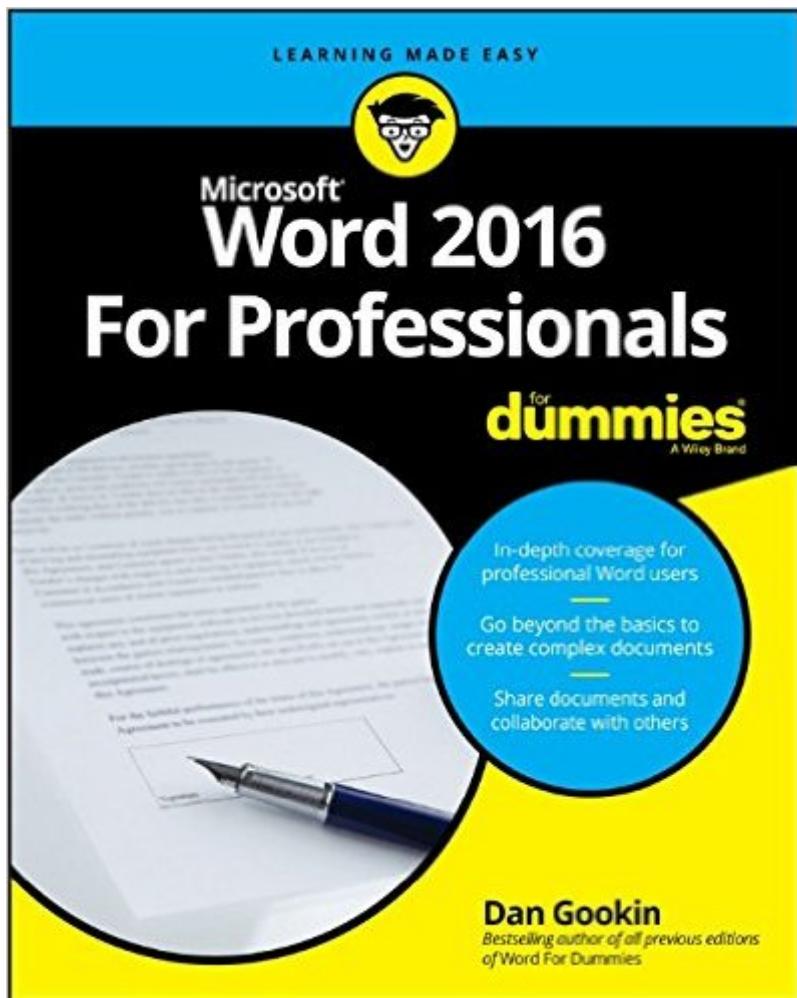


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# Word 2016 For Professionals For Dummies



## Synopsis

In-depth coverage for professional Word users Go beyond the basics to create complex documents Share documents and collaborate with others All you need to get more out of Word Hiding beneath Word 2016's unassuming exterior is a workshop of power tools that enable professionals to be even more productive. Go beyond basic word processing, and get the most out of Word by learning to work with graphics, create complexly-formatted documents, add automation features to templates, collaborate with others, and share documents. Take the guesswork out of Microsoft Word with this comprehensive guide packed with information to help you work smarter and faster. Insideâ | Writing long documents Adding references to manuscripts Create and manage templates Creating an eBook Working with large tables Integrating Excel Automating tasks by using macros

## Book Information

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## Customer Reviews

I never comment on the size of a book but in this case I must mention that Iâ™ve been reading the âœfor dummiesâ• series for many years and this is a tome to be reckoned with. Itâ™s twice as thick as any other volume I have in my reference library and thatâ™s for good reason â“ itâ™s filled, packed and stuffed with wide-ranging and practical advice for anyone who uses Microsoft Word 2016 for more than a cursory note to your mom. The book assumes you have a basic knowledge of Word and is geared towards Word2016 but much can be applied to earlier versions. Of course if you have a Mac, youâ™re out of luck. The book starts with the usual sundry topics such as fonts, paragraph layouts, tabs, lists, tables but soon progresses to more interesting topics

the author calls "Style Methods and Madness", also "The Tao of Templates". The whole goal of this book is to go beyond the basics. The topics include Word for Lawyers; now we're talking turkey and the book is paying for itself. There's Tools for Authors and how to deal with Humongous Documents. We're still only at the halfway point. There are sections on e-book publishing, web-page publishing, all written in a style that is informative without going in the incomprehensible regions. You can pick and choose the areas that are apropos for your specific needs. For instance I needed help with templates and content control; specifically with Fill-in-the-blank documents. There was the answer to my plea with chapter 27 dedicated to "eme". Of course when you find the areas that you're needing training in, you will also find yourself skimming other zones in the book and saying "Wow" that will save me a lot of time. This is one of the better "for dummies" books in that it is so comprehensive it's probably the only tutorial you'll need.

If you already have a basic knowledge of Word 2016 (or even Word 2013), then this book is the next step for doing more advanced things with the program. The "Professional" in the title refers to this advanced work. The book clearly states that it is not for someone brand new to Word. For that, I would recommend Word 2016 For Dummies, also by Dan Gookin. (I have found Gookin's books to be quite helpful (I have several, covering a variety of computer program topics). They are clear and have a touch of humor. If you are familiar with earlier editions of Word, you may not need the basic book. This Word 2016 For Professionals is probably clear enough in most cases for you to advance your abilities to work with Word, while learning the changes in 2016. However, don't take the word Professionals to mean computer professionals. If that is you, then this book is probably too basic for you. This book is for people who use Word for their work (or serious hobby) but are not a computer professional. But, those people probably already know that. I should mention that Mac users should look elsewhere. Certainly, you could sit down and read this book cover to cover, and you would be far more knowledgeable on using Word than you were before. But, you don't need to do that if you don't have the time or interest. Gookin has designed this book, like his others, to be easy to use as a reference when you need to find a specific piece of information. If you are in the niche that this book is marketed to, then I highly recommend it.

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