



Word 2016 For Dummies (Word for Dummies)

By Dan Gookin



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Word 2016 For Dummies (Word for Dummies) By Dan Gookin

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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Editorial Review

From the Back Cover

Learn to:

- Create, customize, edit, and publish documents
- Share documents and collaborate with other users
- Take advantage of the latest features in Word

The bestselling beginner's guide to Microsoft Word

Get up to speed on Word 2016 quickly and painlessly. This friendly, accessible guide focuses on the needs of the beginning Word user, offering clear and simple advice on everything you need to know—minus the confusing jargon. In no time, you'll begin editing, formatting, and dressing up your Word documents like a pro.

- **Make your way around Word** — use keyboard shortcuts, select, copy, and paste text, and boldly delete unwanted characters, sentences, and paragraphs
- **Format your heart out** — make text formatting more fun by choosing fonts, text size, and color to dress up your documents
- **It's all in your head(er)** — get familiar with adding headers and footers, find out how to change page size, orientation, and margins, and learn all about using templates
- **Make it pop** — spruce up documents with borders, color, tables, columns, bulleted lists, numbered lists, images, and more
- **Get down to business** — find out how to work with multiple documents at once, insert comments in your documents to exchange ideas with others, and make sense of mail merge

Open the book and find:

- How to Start Word 2016 and create great documents right away
- Steps for previewing and printing your documents
- How to deal with large documents or that great American novel
- Organize your thoughts into an outline
- Print a sheet of labels
- Add some photos or graphics in your text
- Save time with styles and templates
- Convert your text into a table
- Use columns to create a trifold brochure

About the Author

Dan Gookin wrote the first-ever For Dummies book, *DOS For Dummies*. The author of several bestsellers, including all previous editions of *Word For Dummies*, Dan has written books that have been translated into 32 languages with more than 11 million copies in print.

Users Review

From reader reviews:

Debbie Luken:

As people who live in the actual modest era should be up-date about what going on or details even knowledge to make all of them keep up with the era which is always change and move ahead. Some of you maybe will update themselves by examining books. It is a good choice for you but the problems coming to an individual is you don't know what type you should start with. This Word 2016 For Dummies (Word for Dummies) is our recommendation so you keep up with the world. Why, because book serves what you want and wish in this era.

Brian Hill:

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