DESCRIPTION

Get up to speed on the newest version of Word with visual instruction

Microsoft Word is the standard for word processing programs, and the newest version offers additional functionality you'll want to use. Get up to speed quickly and easily with the step-by-step instructions and full-color screen shots in this popular guide! You'll see how to perform dozens of tasks, including how to set up and format documents and text; work with diagrams, charts, and pictures; use Mail Merge; post documents online; and much more. Easy-to-follow, two-page lessons make learning a snap.

• Full-color, step-by-step instructions show you how to perform all the essential tasks of Microsoft Word 2013

• Explains how to set up and format documents, edit them, add images and charts, post documents online for sharing and reviewing, and take advantage of all the newest features of Word

• Previous editions have sold more than 220,000 copies

• The Visual learning system makes it easy to learn more while reading less

Teach Yourself VISUALLY Word 2013 helps you master the most popular word processing program quickly, easily, and visually.
ABOUT THE AUTHOR

Elaine Marmel (Scottsdale, AZ) is the author or coauthor of nearly 40 books on diverse software topics, including all editions of the Microsoft Project Bible, Peachtree 8 For Dummies, and Teach Yourself VISUALLY Digital Photography. She has been a contributing editor to Peachtree Extra and QuickBooks Extra monthly magazines since 1994. Before she became a published author, Elaine worked on and managed small- to large-scale projects for consulting firms and government agencies. Now she is president of Marmel Enterprises, Inc., an organization that specializes in technical writing and software training. She received her undergraduate degree from the University of Cincinnati and an MBA from Cornell University.

SERIES

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