

The book was found

# Building Complex Documents: Using Microsoft Word 2007, 2010 & 2013

*Building Complex Documents Using Microsoft Word 2007, 2010, & 2013*

## BUILDING COMPLEX DOCUMENTS



 SYCAMORE  
TECHNICAL PRESS

*F. Mark Schirone*



## Synopsis

If you have a need to use Microsoft Word to create documents that go beyond simple letters and reports this book is an essential tool. This task-focused guide shows you how to use Word to create complex documents—these are documents that may contain separate chapters or sections, tables, equations, figures, foot and end notes, headers and footers, landscaped pages, cross-references, tables of contents and indices. Each of these components is fully covered with a focus on the steps necessary to competently master their use. This book is the result of the author's many years of experience using Word to create complex documents and includes both essential discussion of the underlying concepts, tips, and useful troubleshooting procedures. Additional sections include working with multiple authors or editors and finalizing a document.

## Book Information

File Size: 2177 KB

Print Length: 240 pages

Publisher: Sycamore Technical Press (April 23, 2014)

Publication Date: April 23, 2014

Sold by: Digital Services LLC

Language: English

ASIN: B00JWXM9L4

Text-to-Speech: Enabled

X-Ray: Not Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #660,178 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #242

in Books > Computers & Technology > Software > Microsoft > Microsoft Word #294 in Books > Computers & Technology > Software > Word Processing #11283 in Kindle Store > Kindle eBooks > Computers & Technology

## Customer Reviews

This is a great book for people who only use Word for certain things like reports or books. In projects like these, it makes sense to add in things like header and footer, table of contents, and so on. This book shows the more advanced ways of doing these things so that the final product not only looks more professional but also uses in-document references that save time for your

reader. Pros: + No fluff, completely focused on professionally formatted docs + Explains how to use sections in Word effectively + Covers settings in different versions of MS Word + Practical advice from author's in-the-field experience Cons: - Not enough screenshots included - All pictures are black and white - Does not cover diagrams (SmartArt) feature The issue with the screenshots is that sometimes you find instructions for doing something and then there will be no screenshot to show how the result would look. All the screenshots are a little blurry but they're big enough to read. The black and white doesn't help the situation at all. I also wished that the author would mention something about the SmartArt diagram feature since it would help those who need visual ways to explain ideas. We all know about getting charts from Excel, but sometimes you just want to show how certain topics are related to each other. That would fit in nicely with this book's focus. Otherwise, the book is great. I prefer this kind of book over the big "MS Word bible" type that's 600+ pages long. You don't get anything you're not interested in. You want find anything about printing envelopes and "email merge" or anything really basic like bolding text in the middle of a paragraph. You just get the good stuff.

[Download to continue reading...](#)

Warriors Word Scramble: Word Scramble Games - Word Search, Word Puzzles And Word Scrambles (Word Games, Brain Games, Word Search, Word Search Games, Word ... Scramble, Word Scrabble, Unscramble Word) Building Complex Documents: Using Microsoft Word 2007, 2010 & 2013 7 More Psychological Complexes That You Didn't Know Existed: Cinderella Complex, Superman Complex, Napoleon Complex, Messiah Complex, Phaedra Complex, ... Complex (Transcend Mediocrity Book 125) Formatting Legal Documents With Microsoft Office Word 2007: Tips and Tricks for Working With Pleadings, Contracts, and Other Complex Documents Word Search Book for Adults: Word Search Puzzles to Improve Memory and Exercise: word search, word search books, word search books for adults, adult word search books, word search puzzle books Word Search Puzzles Large Print: Large print word search, Word search books, Word search books for adults, Adult word search books, Word search puzzle books, Extra large print word search 10 Tips in 10 Minutes using Microsoft Outlook 2010 (Tips in Minutes using Windows 7 & Office 2010 Book 6) Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book Microsoft Word 2013 Advanced Quick Reference: Styles & Long Documents (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010: Comprehensive (SAM 2010 Compatible Products) Bundle: New Perspectives on Microsoft Project 2010: Introductory + Microsoft Project 2010 60 Day Trial CD-ROM for Shelly/Rosenblatt's Systems Analysis and Design Documents,

Presentations, and Workbooks: Using Microsoft Office to Create Content That Gets Noticed-  
Creating Powerful Content with Microsoft Office Exploring: Microsoft Word 2013, Comprehensive  
(Exploring for Office 2013) Microsoft Office PowerPoint 2007: Introductory Concepts and  
Techniques (Available Titles Skills Assessment Manager (SAM) - Office 2007) Microsoft Access  
2013, Fast and Easy: A Beginners Tutorial for Microsoft Access 2013 (Get It Done FAST Book 14)  
Enhanced Microsoft Excel 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions)  
New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition (Microsoft Office 2013  
Enhanced Editions) Microsoft Excel 2013 Building Data Models with PowerPivot: Building Data  
Models with PowerPivot (Business Skills) Microsoft Word 2007 Mail Merge & Forms Quick  
Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) MICROSOFT  
OFFICE WORD 2007

[Dmca](#)