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

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BUILDING COMPLEX DOCUMENTS



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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 documentsâ "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

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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.

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