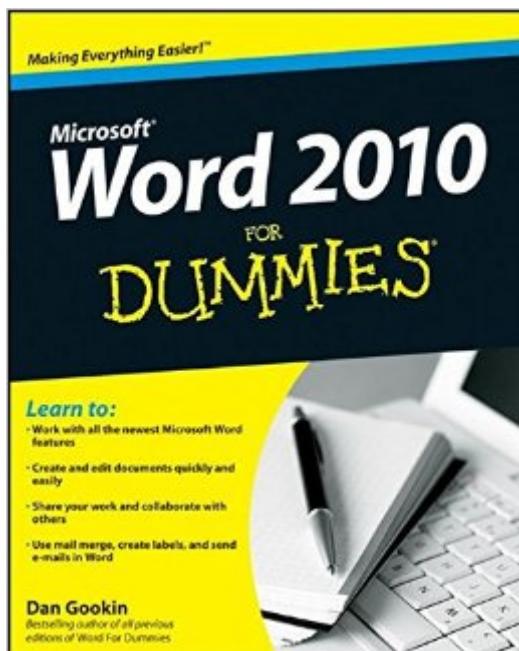


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# Word 2010 For Dummies



## **Synopsis**

Dan Gookin gets you up to speed so you can get down to work with all the new features of Word 2010! Bestselling and quintessential For Dummies author Dan Gookin employs his usual fun and friendly candor while walking you through the spectrum of new features of Word 2010. Completely in tune with the needs of the beginning Word user, Gookin shows you how to use Word quickly and efficiently so that you can spend more time working on your projects and less time trying to figure out how to make Word perform the tasks you need it to do. This newest edition of Word For Dummies explains how to navigate the user interface and take advantages of file formats, and skips the unnecessary jargon. Unparalleled author Dan Gookin applies his beloved For Dummies writing style to introduce you to all the features and functions of Word 2010. Escorts you through the capabilities of Word 2010 without weighing you down with unnecessary technical jargon. Deciphers the user interface and shows you how to take advantage of the file formats. The word on the street is that Word 2010 For Dummies is a must-read!

## **Book Information**

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## **Customer Reviews**

The newest version of Word is a major break from the past versions. Many of the tabs and buttons I've become used to seeing are now either gone or placed in a different place. I bought this book to guide me through the program, but was disappointed. First, the book assumes the reader has never used a word processor before, so it goes into very elementary usage. Second, it doesn't point out how the new version differs from what I'm used to (and still use at work). Third, when I consulted the index for specific features of the new program, I often couldn't find what I was looking for. If you're a

novice to computing and word processing, this book may be helpful. If you're even the least bit experienced (and who isn't these days?) I would advise that you shop around for a different book.

About 20% of the menus and buttons the author describes aren't where he says they are. There are many features that do exist, but not where he tells you they exist. Perhaps they can be found in the 2007 version of Word or a trial version of 2010. Very frustrating to look for items not on the menus to which he directs you. If you're familiar with 2007, you will benefit from this book, but remember that about 20% of the information applies to the 2007 version or to a trial version of 2010. You have to know where else to look so you can find the stuff to which he incorrectly directs you. However, it is well written, and if you're not looking to write professionally, you may not need all the gizmos 2010 have to offer anyway.

I have found Dan Gookin's book *Word 2010 for Dummies* very helpful. I have read it from cover to cover and have used all his instructions and information to acquaint myself with Word's different capabilities. I have Mr. Gookin's book *Word 2003 for Dummies* and found it very helpful. Consequently, I knew before purchasing this new edition, that it would enable me to unlock the mysteries of the new Word application and it has done so. It is a helpful reference which I will no doubt find invaluable for as long as I have this edition of Microsoft Word. It seems to cover most all the more important features of the product.

This book is well worthwhile because it saves substantial amounts of search time. The Word 2010 icons are numerous and small and difficult to spot and I am not always intuitive about what is behind the icon labels. It is much faster for me to look it up in the "*Word 2010 For Dummies*" index and go straight to the page that tells me which icon to click and where to find that icon. I recommend this book.

I have returned to college very late in life and am taking all online classes. I had been using Wordperfect, but professors are now requiring Word for all documents. I could not figure out even the most simple tasks until I purchased this book! What a lifesaver!

Dan Gookin has scored a home run again -- even I can now use Word the way it was intended. Highly recommended, especially if you're coming from XP to the 21st century. Easy to read, understand, use, and have a good laugh -- all at the same time. This one is never far from my

## elbow. Word 2010 For Dummies

Word 2010 For DummiesUnlike the other "Dummies" books I have purchased, I am very disappointed in this one. Everything I have needed help with, I have not been able to find either in the index or in the book itself. To me, Dan Gookin, author, did himself a disservice with this book to the point that I regret the purchase.

Much appreciation for this thourgho step by step instructions and the funny cartoons! And, the funny antedotes. I am a writer: two books which were written with Word 2005 and 2007. 2010 it so much more that it is like starting all over again.

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