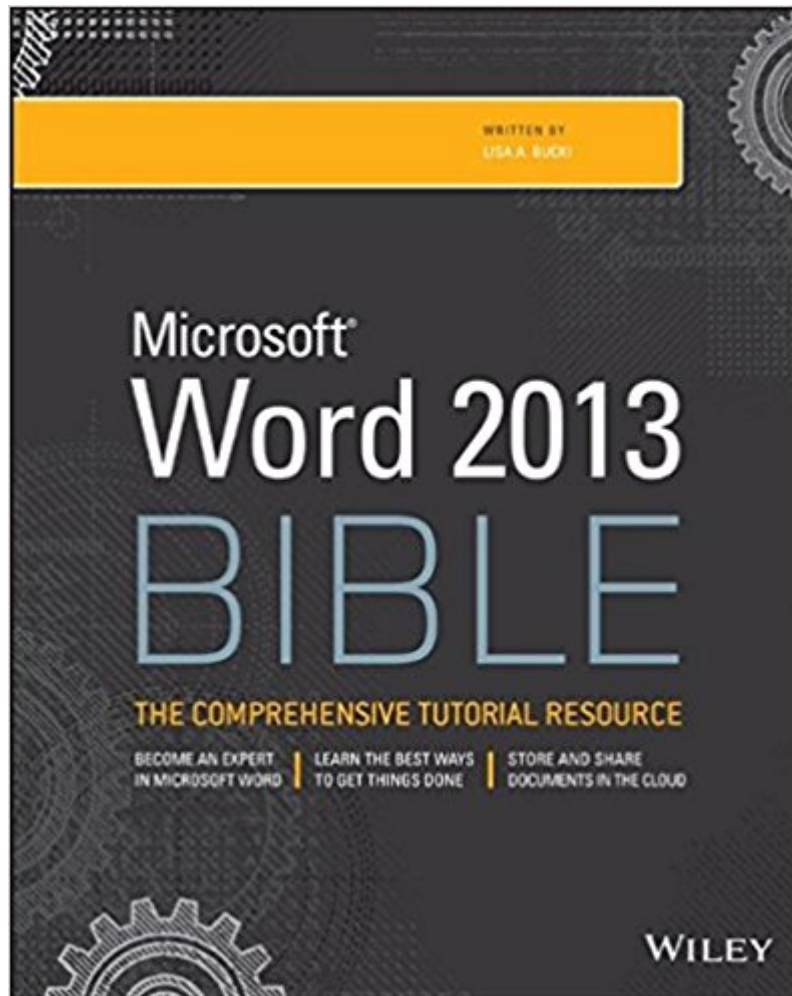




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Word 2013 Bible



Synopsis

Top-to-bottom coverage of the top-selling Microsoft Office application. If you want to use Microsoft Word to create more than just simple documents, start with this ultimate Word guide. Packed with the in-depth content that is the hallmark of all Wiley Bibles, this book covers it all. You'll first find out what's new in Word 2013 on the features level - formatting, styles, tables, and more - before you dive into the big stuff that can help you become more efficient. From document design to creating master documents to applying security to collaborating in the Cloud, you'll learn not just how to do tasks, but the best ways to do them, and why. Details everything you need to know to get the most out of Word 2013. Walks you through new or refreshed basics, such as formatting, styles, charts, and tables. Shows you how to use data sources, create envelopes and labels, and make forms. Takes your Word skills up a notch with coverage of keyboard customization, security, collaborating on the Cloud, comparing documents, and much more. Start creating documents at a new level and wow your colleagues, with Word 2013 Bible.

Book Information

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Customer Reviews

This may be a good book if you buy the printed version. However, I was stunned to find that, in the Kindle version, the index did not provide links to relevant sections and did not even provide page numbers for indexed items!!! The only link into the document through the table of content is at the chapter level, which is very generic (eg "Improving Document Content and Consistency.") Subsections within a chapter are not listed in the TOC. All of this makes searching for a specific topic very frustrating. I would not recommend buying the Kindle version.

This is an excellent reference book. covering some specialized aspects of Word 2013 that are not covered in other books. It's too bad that there is no such thing as a "complete bible" for this complex subject. The only solution is to buy more books.

I have several books that claim to be easy or complete or for dummies or idiots or oldsters and many other promised help to get you off the ground and expand to expert. Under all those claims with color, hints, and links they forget that all you want to do is a simple step by step that looks at the screens you need. I do not need windows 8.1 info or any external information. I need details and practical word information. The first test is look in the index for "labels" (not mail merge). If the book cannot show how to make a simple mailing label printing matrix then what is it good for when you have to do something complex? The only downside is being including so much useful information the paper version is quite bulky. The upside is you do not have to spend hours trying to convert information from simplified to practical.

This really is a "Bible" in every sense of the word. It is very complete. It claims to tutor through all the steps you need to be proficient in Word 2013, but unless you have some background in Windows and Word, it can be confusing. The worst part is adapting to Windows 8 and Words interface with that. All in all, I found too much information presented in a manner that assumes you understand the language which I didn't . I subsequently bought "Word 2013 for Dummies" which has been very helpful. As a reference book, this is great!

There are too many important features of Word 2013 - if one is into publishing eBooks - not to purchase this bible on Word 2013. The hyperlinks features assist greatly if multiple contents pages are created (such as having 3 or more chapters in one eBook) not to have this aid. The current project is a series of eBooks with multiple chapters, and hyperlinks are critical. If you are into publishing eBooks, this is a must.

I agree with Bernie. The writers all must drink from the same Kool-Aid jar. They have a mind-set that all of us have a PhD in computer science, brain surgeon or rocket scientist. I know the "brain" crowd complain about being too elementary. We understand, count yourself lucky. "Into each life some rain must fall". SOooo perhaps publishers should consider placing a "rating" on the cover as to the degree of difficulty. Also, for many of us, especially seniors, would like a large print (8 x 14)

laminated listing the different panes, tabs, scrollbar, ribbons etc to hang on wall. In WORD especially. Some publishers are adding this already but it isn't handy as it's permanently bound and needs to be larger and available as a separate item.

The books in this series are great to have on hand in the office in case someone has questions. Good information resource for the beginner and the expert.

This seems to be a great reference. However, I bought it to figure out a specific problem, and the problem doesn't seem to be explained at all.

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