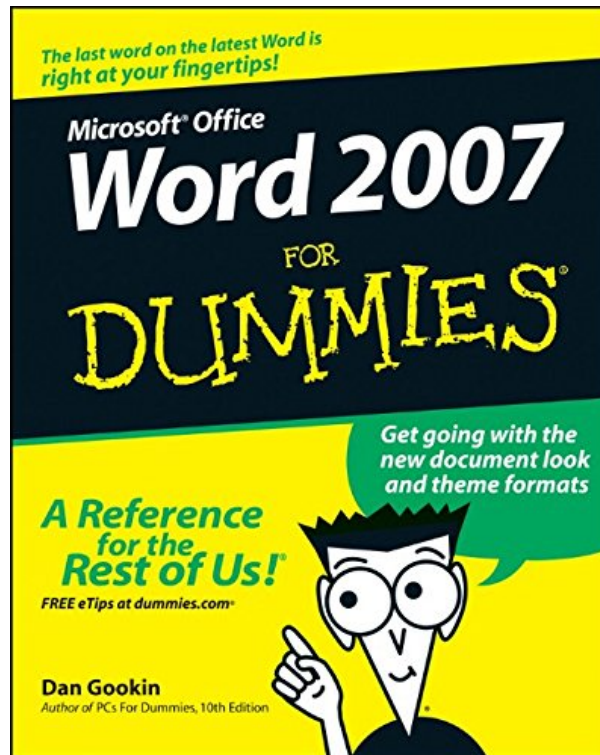
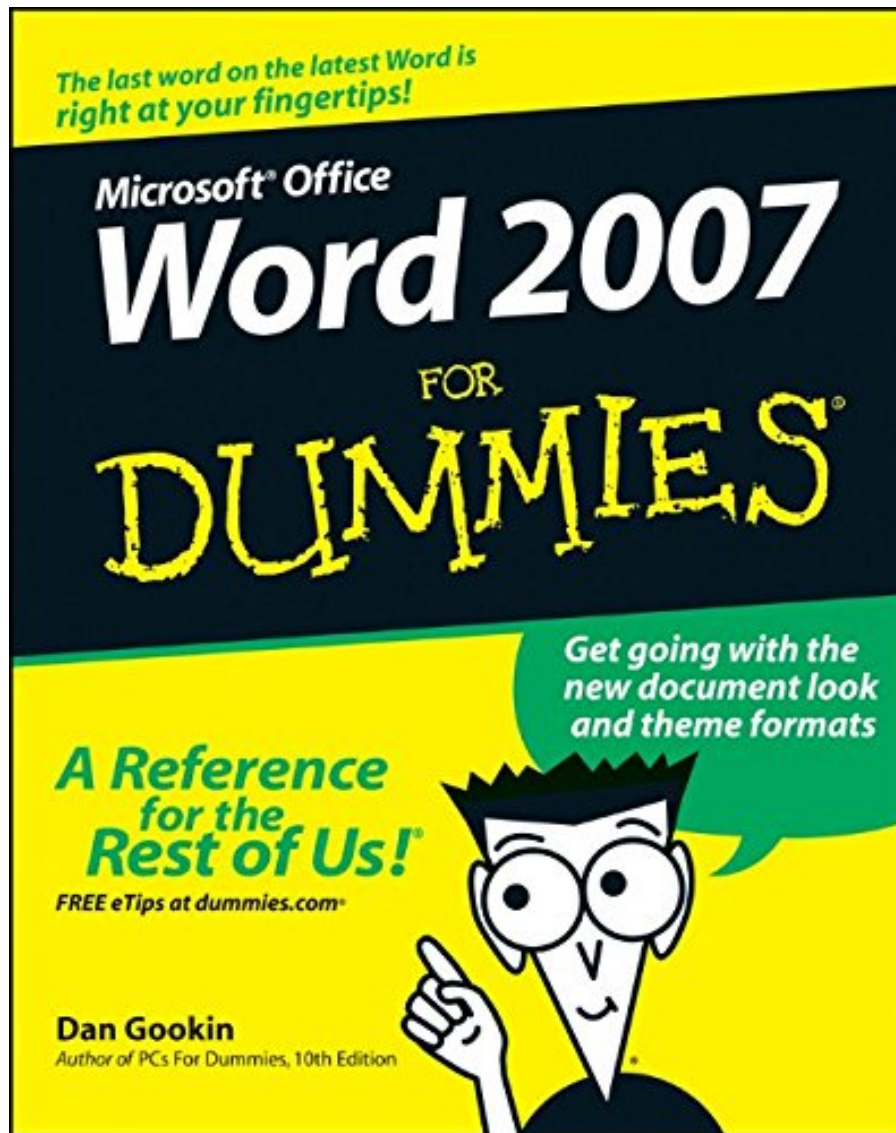


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From the Back Cover

The word is "easy" with this friendly guide!

Take advantage of cool new file formats and cruise around Word's new interface

From bestselling author Dan Gookin, here are words to live by about the world's most popular word processing program — Word 2007. From starting things up (there's a good, better, and best way) to formatting your documents, dressing them up, and giving them style, here's everything you need to know to make sure your words get noticed!

Discover how to

- Use keyboard shortcuts
- Navigate with scrollbar buttons
- Undo and redo edits
- Format text, paragraphs, and pages
- Split windows on a single document
- Collaborate and review documents

About the Author

Dan Gookin started the whole Dummies phenomenon with DOS For Dummies in 1991. He's the author of numerous bestsellers with more than 11 million copies in print.

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- Dan Gookin's For Dummies guides to Word have consistently led the pack, selling more than 1.7 million copies in previous editions
 - The author's irreverent sense of humor and crystal-clear prose make getting up to speed on Word a snap
 - Thoroughly updated to cover Word's new interface, new file format options, and new collaboration and connectivity features
 - An essential resource for everyone who wants to hit the ground running with Word 2007 and make the most of all the new features
-
- Sales Rank: #248247 in Books
 - Brand: Gookin, Dan
 - Published on: 2006-12-26
 - Original language: English
 - Number of items: 1
 - Dimensions: 9.30" h x .84" w x 7.40" l, 1.44 pounds
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Most helpful customer reviews

60 of 63 people found the following review helpful.

Really dumb

By Richard Reader

I'm a big fan of the Dummies series; the information is usually complete and explained well. The Word 2007 volume, however, is nothing but fluff. The writer explains the features of Word 2007 by using words like "thing" and "stuff". The banter is usually tolerable (or easy to skip over) in the Dummies series, but this book has so much of it that it's no surprise there is no room for explaining new features such as the new interface, particularly the ribbon. The writer says the ribbon can't be modified. That's not true. Reading this book is like eating cotton candy.

43 of 45 people found the following review helpful.

Perfect Reference For Word 2007

By Dan McKinnon

'Word 2007: The Missing Manual' by Chris Grover is another gem in the 'Missing Manual' series, a line that continues to impress and surprise me with how strong the quality of these books are and how affordable. Clocking in at 500+ pages and 19 chapters, this book is the perfect desktop reference to have at your side if you use Word 2007 for work, play, or just want to see what the new features, tips, and tricks are in the latest version of one of the flagship Microsoft products. Full of screenshots and fantastic writing, this book breaks content down at just the right places and is written in a way that anyone can understand!

From learning to use the new ribbon interface to the basics of word to higher level tasks such as writing macros and working with Visual Basic to put some code behind the scenes, this is a must buy for anyone that works with Word on a daily basis.

I've said it before, I'll probably say it again... the Missing Manual does it AGAIN!!!

***** HIGHLY RECOMMENDED

40 of 42 people found the following review helpful.

I HATE THIS BOOK!

By jj

This book is just plain awful!

I will give you examples. I've been trying to do a simple header with a page number. He tells you how to do a header, but he does not tell you that it's a mistake to use the header button if you want to also have a page number on your header. For that, you just use the page number button and within that you can add your header information. I ran in circles trying to figure this out.

He tells you the easy way to add a cover sheet, EXCEPT if you make your cover sheet and then do your page numbers, it does not create a separate section for the cover sheet, so you will have a page number for it---GRRRR. Which means you have to start over.

There are no nice screen shots to tell you how to do something. At best you get the picture of the button you need to use and a paragraph (OR TEN!) on how to find that button. I HATE THIS BOOK!

I bought it for one reason, it will tell you how to insert a file into a document and the other (better written ones with the nice screen shots) did not have that in the index. It's easy to insert a file into a document, BTW, but I made a diagram on the right (beside all his paragraphs). The diagram is four blocks with a word in each block. That's it, Dan, that's all you needed. He has the irritating habit of telling you all the things you can do with something, like highlighting. Yes, there may be more than one way to turn it off, more than one color,

etc., etc., etc.,---but I just want to get the ^&%\$ to work and move on. Put that in a little box somewhere for people who care!

So, not only is the book misleading (see above with headers), it's confusing without the screen shots, and when he does give you a summary that actually works, it's so wordy you want to scream.

I have to agree that all the cutesies in this book are distracting and annoying. Those are great in some books, but this is more of a reference book (or it should be) and you want to go to the index, find the page for what you want to do (the index is good), then jump to the section with the information, and THEN have screen shots that take you from one level to the next. FORGET ALL the cutesies, Dan, and forget all the words unless each one is absolutely necessary. DO NOT TALK---SHOW!

I've had it with this book and I'm looking for something else. Good luck to you if you buy it!

See all 145 customer reviews...

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