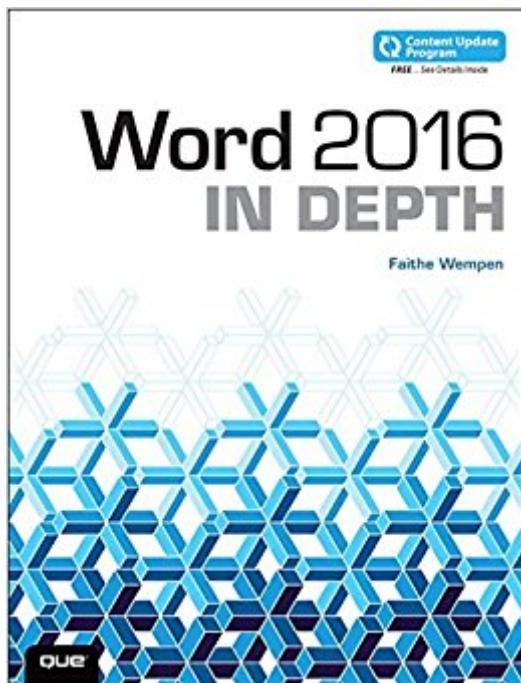


The book was found

# Word 2016 In Depth (includes Content Update Program)



## Synopsis

Word 2016 IN DEPTH Beyond the Basicsâ | Beneath the Surfaceâ |In Depth Do more in less time! Are you ready to harness the full power of Word 2016 to create professional documents? Then, youâ™re ready for Word 2016 In Depth. In this comprehensive guide to Word, youâ™ll learn the skills and techniques for efficiently building the documents you need for both your professional and your personal life. Faithe Wempen delivers step-by-step instructions, troubleshooting advice, and insider tips to help you improve your written image in business, academic, organizational, and personal settings.

Accelerate formatting by creating and applying themes and styles

Incorporate graphical content such as clip art, photos, SmartArt, and charts

Save your work in a variety of formats, including backward-compatible Word files, PDF and XPS page layouts, graphics, HTML, and more

Perform mail and data merges to generate catalogs, form letters, labels, and envelopes

Learn about the fields that drive many of Wordâ™s most powerful features, and how to look behind the scenes to customize field behaviors

Use indexing, tables of contents, and master documents to organize book-length works

Cite sources and document references in a variety of formats, including APA and MLA

Collaborate with other people, even simultaneously, managing each personâ™s comments and changes

Create complex math formulas without leaving Word

Write and edit macros that automate repeated tasks

Work with your Word documents anywhere via OneDrive® and Office Online

Create user-interactive forms that include a variety of field types

All In Depth books offer

Comprehensive coverage with detailed solutions

Troubleshooting help for tough problems you canâ™t fix on your own

Outstanding authors recognized worldwide for their expertise and teaching style

Learning, reference, problem-solving...the only Word 2016 book you need!

This book is part of Queâ™s Content Update Program. As Microsoft updates features of Word, sections of this book will be updated or new sections will be added to match the updates to the software. See inside for details.

## Book Information

Series: In Depth

Paperback: 1008 pages

Publisher: Que Publishing; 1 edition (November 19, 2015)

Language: English

ISBN-10: 0789755661

ISBN-13: 978-0789755667

Product Dimensions: 6.9 x 2.1 x 9 inches

Shipping Weight: 12.6 ounces (View shipping rates and policies)

Average Customer Review: 4.2 out of 5 stars See all reviews (4 customer reviews)

Best Sellers Rank: #79,899 in Books (See Top 100 in Books) #20 in Books > Computers & Technology > Software > Microsoft > Microsoft Word #21 in Books > Computers & Technology > Software > Word Processing #48 in Books > Computers & Technology > Software > Suites

## Customer Reviews

Like all such manuals it is poor on actually implementing styles and has a wretched index

I have not been disappointed yet. No questions left unanswered and a good read considering it's an "old" topic.

Good book about word 2016, lot of goot information and tips

In depth information that can be easily found.

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

Word 2016 In Depth (includes Content Update Program) Excel 2016 In Depth (includes Content Update Program) Office 2016 In Depth (includes Content Update Program) The Content Marketing Formula: Everything You Need To Know To Provide Real Value To Your Audience (Content strategy, Content SEO, Content Creation, Content Management, Copywriting) Make a Killing With Content: Turn content into profits with a strategy for blogging and content marketing. The STDs Update (Disease Update) Orthopaedic Knowledge Update: Foot and Ankle 4 (Orthopedic Knowledge Update) The Book of Judges: Word for Word Bible Comic: World English Bible Translation (The Word for Word Bible Comic) The Book of Ruth: Word for Word Bible Comic: World English Bible Translation (The Word for Word Bible Comic) Content Inc.: How Entrepreneurs Use Content to Build Massive Audiences and Create Radically Successful Businesses The Content Strategy Toolkit: Methods, Guidelines, and Templates for Getting Content Right (Voices That Matter) Content Chemistry: An Illustrated Handbook for Content Marketing Content Machine: Use Content Marketing to Build a 7-figure Business With Zero Advertising The Content Code: Six Essential Strategies to Ignite Your Content, Your Marketing, and Your Business Uncensored Sex Pictures: Adult Picture Book Nude Photography and Photographs Nudity Sexual Content Adults

Only 18+ Photo ebook Lesbian Content UNCENSORED (Taboo Sexy Teen Photos 10) Impossible to Ignore: Creating Memorable Content to Influence Decisions: Creating Memorable Content to Influence Decisions Oxford Picture Dictionary for the Content Areas English Dictionary (Oxford Picture Dictionary for the Content Areas 2e) A Pocket Style Manual, 2016 MLA Update Edition Rules for Writers with 2016 MLA Update Patterns for College Writing with 2016 MLA Update

[Dmca](#)