



Teach Yourself VISUALLY Word 2010

Elaine Marmel

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Learn to use Microsoft Word 2010 the easy, visual way

Word is the most popular application in the Microsoft Office suite, and Word 2010 has some exciting new features. If you learn best when you can see how something is done, you'll find the step-by-step instructions and full-color screen shots make it quick and easy to learn this new version of Word.

The visual format helps you understand Word's new features, including Web Apps and the revised user interface. Learn to set up and format documents, work with graphics, use Mail Merge, post documents to the Web, and more.

- Word 2010 includes support for typographic features that enable you to create more sophisticated documents
- This guide shows how to use the new features with step-by-step instructions and full-color views of what you see on the screen at each step
- Perfect for visual learners who like to see how something is done
- Covers dozens of common tasks you will use every day

Teach Yourself VISUALLY Word 2010 gets you up to speed on the new version of Word quickly and easily.

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