

1. Record Nr.	UNINA9910458922803321
Autore	Lowe Doug K
Titolo	Word 2010 all-in-one for dummies [[electronic resource] /] / by Doug Lowe with Ryan Williams
Pubbl/distr/stampa	Indianapolis, Ind., : Wiley Pub., Inc., 2010
ISBN	0-470-87313-2
Edizione	[1st ed.]
Descrizione fisica	1 online resource (652 p.)
Collana	For Dummies
Altri autori (Persone)	WilliamsRyan
Disciplina	005.52
Soggetti	Word processing Desktop publishing Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	pt. 1. What's in a word? -- pt. 2. All about editing -- pt. 3. All about formatting -- pt. 4. Inserting bits and pieces -- pt. 5. Publish or perish -- pt. 6. Using reference features -- pt. 7. Mailings -- pt. 8. Customizing Word -- pt. 9. Features for developers.
Sommario/riassunto	A complete guide to the world's most popular word processing software Microsoft Word is the most popular word processing software on the planet, and the most-used application in the Microsoft Office productivity suite. Along with the rest of Office, Word has been enhanced with new features and capabilities in the 2010 version. Word's many users will find new things to learn and use in Word 2010, and this all-in-one guide gets them up to speed while providing a reference for taking Word to the next level.Word is the top-selling application in the Microsoft Office suite and is