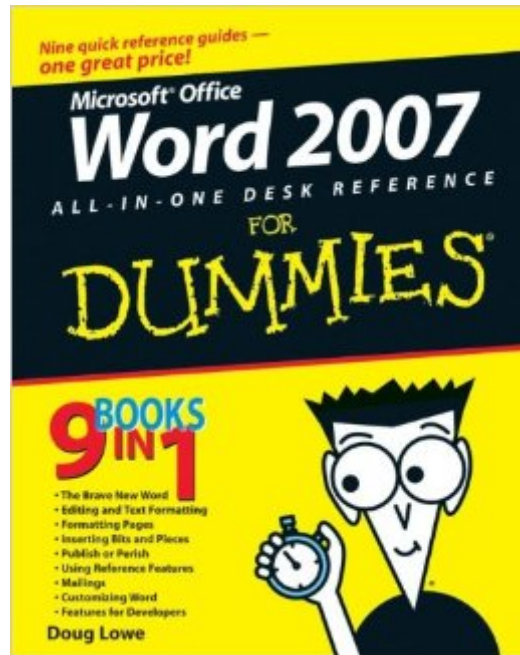


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# Word 2007 All-in-One Desk Reference For Dummies



## Synopsis

Nine minibooks provide new and inexperienced Word users with the know-how to optimize the features of the long-anticipated release of the latest version of Word. Valuable minibooks cover Word basics; formatting text; various editing techniques; working with letters, envelopes, and labels; adding graphics; Web publishing; advanced document features; customizing Word; and programming Word with VBA. Offers insightful information for creating key documents such as reports, letters, business plans, and more for both the Web and print. Helps readers take advantage of the new Word features, including advanced collaboration, a results-oriented user interface, pre-built layouts, and more.

## Book Information

Paperback: 696 pages

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Average Customer Review: 4.4 out of 5 stars [See all reviews](#) (13 customer reviews)

Best Sellers Rank: #571,936 in Books (See Top 100 in Books) #144 in [Books > Computers & Technology > Software > Microsoft > Microsoft Word](#) #164 in [Books > Computers & Technology > Software > Word Processing](#) #7833 in [Books > Textbooks > Computer Science](#)

## Customer Reviews

My two cents. The publisher wants you to think, in buying this title you'll have no need for nine other books to help you get the most out of Word 2007. That's cover puffery. There aren't any books out there on "Inserting Bits and Pieces" or "Word's Brave New World" or "Mailings." Worse, Word 2007 for Dummies is an extremely poor substitute for Microsoft's online help and Word's developers blogs. Have you visited those sites recently? Talk about fast, authoritative 'get in, get out' solutions. Finally, the Dummies trade dress; cheap paper; and lowbrow, patronizing tone is really tiresome. For comprehensive reference, there are much better books from Que and Microsoft.

I usually like dummie books but this one isn't very helpful. I need to format papers for school and I am still lost.

I use "WORD" a lot. I use it primarily while proofing or editing materials for authors. This book allows me to proof and fix about every error I locate including all levels of editing, text and page formatting, and customizing work. The book is easy to read plus it includes a myriad of pictures to assist in explaining the issue at hand. If you plan on using "WORD" as your main source for typing and organizing documents then this is the book for you.

These are just great, simple reference books for finding out how to get more out of the product you are using. A lot of pro tips, and tricks that make using MS Office stuff easier and quicker. Learn how to do more simple, easy, and right.

Great resource. Helped me figure out numerous problems I was having in my classes. Great buy!

Very informative and needful in the light of my recent upgrade. This was added to my collection of "Dummies" books to help me better understand my computer and its programming.

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