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creation tasks; and how best to collaborate, share, and exchange documents with co-workers. Use Windows tools to quickly access Word and optimize your productivity Seamlessly integrate Word with other Office applications (Outlook, PowerPoint, and Excel) Employ document formatting features to create a clean layout and text presentation Exchange comments with co-workers using @mention notifications Customize the Word interface, including the dark mode feature Have a friendly, useful guide on Microsoft Word on hand when you need it With Word For Dummies by your side, you can once again make

working with Word a pleasure. Soon, you'll be creating picture-, letter- and word-perfect documents. Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files Microsoft Excel is featured under the Microsoft Office Suite programs that include Microsoft Word, Microsoft

PowerPoint and Microsoft Outlook. The Microsoft Excel software was launched in the 1980s and is now one of the most popular spreadsheet programs to date. It has been designed to allow users to develop formulas, create graphs and tables from data entered and calculate figures. It has been updated since its previous version was released to include a new OLEDB connector, Lasso Select, support of percentage data entry as well as the option of working with a Surface pen on a touch-enabled device. Features such as Function Authoring and OData connector as well as others have been greatly improved in

the Microsoft Excel 2018 version. We've all been there before, staring at a computer screen with no idea what to do — don't worry Using Word 2019 is here to help. Written by best-selling technology author, lecturer, and computer trainer Kevin Wilson, Using Word 2019 is packed with easy to follow instructions, photos, illustrations, helpful tips and video demos. Updated to cover Microsoft Word 2019, this guide will show you how to: Start Word and find your way around the ribbon menu Format text: bold, italic, underlined, strike, and super/sub script Align, highlight and change text colour Cut, copy, paste and

using the clipboard Use headers, footers, columns, watermarks, and cover pages Insert page numbers, contents pages and indexes Add page borders, and page breaks Sort text, adjust line spacing, and tabs, as well as bullet and numbered lists Save, print, share and collaborate with others Insert SmartArt, charts, tables, equations and special characters Add images, crop, wrap text and use effects Use pre-designed templates, and build your own Mail merge letters, labels and envelopes Check spelling and grammar Improve your work with thesaurus and insights You'll want to keep this edition handy as you make your way around

Microsoft Word. Have Fun! The easy way to the path of word 365, to explore every features of word 365, every steps has been broken down into pieces for easy learning and understanding. It does not matter your level of expertise per word processor because the book takes the beginners to more advanced level into consideration when writing this book.All MS word 365 basics command are explicitly explained including diverse navigation tool and various formatting such as page and style formatting.It as well, stretches its teaching to the new features such as language translator, compound equation and side to side navigation. It

shows no negligent to the trends of technology and thus give clearly enlightenment on the insertion of 3D image, text and shape and how to manage the three object together. It takes track change into consideration, especially when it comes to collaboration with others on the same document. This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with Word 2016 and earn the credential that proves it! Demonstrate your expertise with Microsoft Word! Designed to help you practice and prepare for Microsoft

Office Specialist (MOS): Word 2016 Core certification, this official Study Guide delivers:

- In-depth preparation for each MOS objective
- Detailed procedures to help build the skills measured by the exam
- Hands-on tasks to practice what you've learned
- Practice files and sample solutions

Sharpen the skills measured by these objectives:

- Create and manage documents
- Format text, paragraphs, and sections
- Create tables and lists
- Create and manage references
- Insert and format graphic elements

About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs,

demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams. MS Word The Basics - A Visual Approach Book has been designed to provide examples of how to create and control Word documents. All examples demonstrated in the book have been produced as "Step by Step" visual examples, with each example explained using easy to follow skill descriptions. The demonstration method in the book has been designed to provide easy to follow visual examples, to support training skill development in a very

visual manner. Each training skill demonstrated in this book have easy to follow examples. Suggestions are provided in the Introduction section in to how to use this book, so purchasers get the best out of the book. This book has been produced to provide all those who want to learn how to develop a thorough understanding of Microsoft Word and its uses. The book is suitable for those who have limited experience in the use MS Word and who want to develop new skill. The simplest means to the word 2019 route will support you to discover every features of word 2019, every stages has been smashed down into bits for easy

knowledge and understanding. It does not matter your stage of expertise per word processor because the book takes the beginners to more advanced stages into consideration at the time of writing this book. All MS word 2019 essentials command are clearly described together with various navigation tool and various formatting such as page and style formatting. It is as well, points its training to the new features such as language translator, compound equation and side to side navigation. It understands the effectiveness technology and thus evidently provide enlightens on the aspect of 3D image, text and shape and how to manage the three object

together. The simplest means to the word 2019 route has taking track change into deliberation, especially when it comes to collaboration with others on the same document. This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your expert skills in Word 2016. And earn the credential that proves it!! Demonstrate your expertise with Microsoft Word! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Word 2016 Expert certification, this official Study Guide delivers: In-depth exam prep for each MOS

objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to apply what you've learned Practice and review questions Ready-made practice files with solutions Sharpen the skills measured by these MOS objectives: Manage Document Options and Settings Design Advanced Documents Create Advanced References Create Custom Word Elements Microsoft Word 2016 is a word processor that allows you to create a variety of office documents; these documents includes but not limited to resumes, letters, and more. In this book, we will illustrate how to navigate the Word 2016 interface and become familiar

with some of its most important features, such as backstage view, Ribbon, and Quick Access Toolbar. The same concepts apply to other versions of Word such as but not limited to Word 2013, Word 2010 and Word 2007. This is a comprehensive tutorial on Word 2016 is for all categories of people including student, a business user or in a corporate environment. We will guide you in a couple hours from the basics word 2016 user to the advanced user. Tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Word-and beyond Walks you through Word's new features Demonstrates how to set up,

format, and edit Word documents Exhaustive illustrations on Understanding the concept of OneDrive Working with text Page layout and printing Working with objects Changing text direction Collaboration and reviewing The long-awaited version of Microsoft Office for the iPad gives Office users the opportunity to use Excel, PowerPoint, and Word on their Apple tablet. In this practical, no fluff guide, author Tom Negrino gets straight to point, showing users how to get the most out of the Office apps on an iPad. Assuming you have some existing knowledge of the desktop Office apps this book focuses on maximizing your



productivity on the new iPad version. After showing how to install the Office apps on your iOS and desktop devices, Tom covers how to set up OneDrive, Microsoft's cloud services for uploading and syncing files across devices. Tom then moves on to showing you how to accomplish the most common Office tasks on the iPad, including how to create and edit documents with the touch interface. Tom also covers how to use the popular OneNote on the iPad. I'm an award winning college professor and I have taught students how to use Microsoft Office (Word, PowerPoint and Excel) for nearly 20 years. One of the biggest complaints that I

hear with the current textbooks are the cost. Often, my students complain about having to spend \$80-\$120 just for the Microsoft Office textbook. I hate that, it's absolutely ridiculous. So I decided to do something about it. I created a Microsoft Office textbook of my own which can be purchased on Kindle for just \$9.99 and in print, on Amazon, for just \$19.99. I also decided to create individual books for Word, PowerPoint and Excel, in case somebody only needed to learn one or two of them. Each individual book is sold at an even lower price, but still teaches everything that you need to know about these topics. This book contains step-by-step

instructions with illustrations to help you learn Microsoft Word from a college professor, using real-world examples and easy to understand terms. I have taught IT courses for nearly 20 years at the college level. I truly believe that there isn't anybody that I cannot teach as long as they want to learn. I have crafted these explanations and examples over my career in order to make learning as easy as possible. This book begins with the basics including how to create a new MS Word document, how to save a document and so forth. It covers all of the important tools such as The Ribbon and teaches you how to add and

delete text, change the text and so forth. It covers some of the more advanced commands such as copy and pasting, adding tables and charts. This book includes a section for properly writing research papers including how to format the papers. The final section covers creating a strong resume and cover letter as well as doing online job searches. I firmly believe that this book can help prepare anybody for an office job using MS Word. This is the PC (personal computer) version of the book. Best of Luck!!!- Prof West "The Secret Life of Word" looks at Microsoft Word from the perspective of technical and other professional writers. It gives

writers an in-depth look at the hidden capabilities of Word, and shows how to take advantage of those capabilities without being a programmer. "The Secret Life of Word" will help you master the full gamut of Word mysteries, including AutoCorrect, QuickParts, BuildingBlocks, macros, Smart Tags, program-less VBA programming, and much more. There's something here for everyone who uses Microsoft Word, from new users to experts. Inside the Book Preface Introduction to Word Automation Creating Macros Find and Replace Fields, Form Fields, and Content Controls AutoCorrect and AutoText/Building Blocks

Smart Tags Exchanging Data Code Samples Automation Related Topics Glossary, Bibliography, and Index Microsoft Word in easy steps will get you up and running in no time, and then reveal all the clever features of this popular word processor. Learn all you need to know about: · Creating, structuring and adding styles to your documents; text editing and formatting. · Adding and editing pictures, graphics, videos, hyperlinks; and faster shape formatting. · Working with equations, symbols and tables. · Writing, sharing and collaborating on documents in real time and while on the move using different devices. · Proofing, indexing, adding

citations, and creating tables of contents. · Reviewing and protecting your documents. The must-have guide for all Microsoft Word newbies as well as for those needing to take their word processing skills to the next level! Covers MS Word in Microsoft 365 suite. Table of Contents: Finding your way around Basic editing Editing in more depth Structured documents Pictures and graphics Document views Files and settings Sharing features References and mailings Advanced topics Enjoy Working With World'S Most Applied Word Processing Software Ms-Word 2002 Which Is An Integrated Component Of Microsoft'S Office Xp, The

Latest In The Series. Learn Ms-Word In Step-By-Step Authentic Methods. If You Want To Learn Word Processing In The Shortest Possible Time Frame, This Book Is For You, It Not Only Teaches Word Processing In Most Conventional Method, But Provides Innovative Ideas About:Direct Dictation To Computer Either In Office Or While Traveling,Creating Internet Related Documents And Web Pages,Reading Downloaded Material, E-Mail Etc. From Internet (Www),Multilingual Word-Processing,Creating Professional And Elegant Resume Learn how to get the most out of Word with expert

help and take your documents to a new level Key FeaturesLean into expert advice from Microsoft Certified trainers with decades of experienceCollaborate effortlessly with other even when you're using different formats and versions of WordLearn to undo tricky mistakes and troubleshoot difficult scenarios without panicBook Description If you're proud of yourself for finally learning how to use keyboard shortcuts and the search function, but still skip a beat when asked to generate a table of contents, then this book is for you. Written by two experts who've been teaching the world about Word for decades,

Microsoft 365 Word Tips and Tricks is a powerhouse of demystifying advice that will take you from Word user to Word master. This book takes you on a step-by-step journey through Word essentials with plenty of practical examples. With it, you'll explore different versions of Microsoft Word, its full functionality, and understand how these versions impact collaboration with others. Each chapter focuses on a different aspect of working with the legendary text editor, including a whole chapter dedicated to concentrating better with the help of Word. Expert advice will fill your knowledge gaps and teach you how to work

more productively and efficiently with text, images, styles, and even macros. By the end of this book, you will be able to make better documents faster and troubleshoot any Word-related problem that comes your way. And because of its clear and cohesive structure, you can easily come back to refresh your knowledge whenever you need it. What you will learn Track a document's changes as well as comment on and review changes by others, both locally and remotely Use Word's navigation and view features to improve productivity Generate more consistently formatted documents with Styles Perform common tasks through simple

formatting techniques, Quick Parts, customizing AutoCorrect/AutoFormat, and memorizing keyboard shortcuts Troubleshoot the most frustrating formatting problems experienced by Word users Create more universally accessible documents by adding Alt Text using the accessibility checker and other Word features Who this book is for Authors, copywriters, teachers, professionals, and everyone else who uses Word on a daily basis, but is still a little intimidated by it, will get a lot out of this book. You won't need any prior knowledge of Microsoft Word's advanced functions to get started, but the basics - like open, save, copy,

and paste - are a must. The advent of Word 2016 has seen a raft of new features being introduced, designed to promote easier reading and writing. Readers are better equipped to maintain their focus on their content. Users can quickly and easily create their documents, editing it where necessary and sharing their work with friends and or colleagues. Robust storage has become an imperative necessity for users. Microsoft has been responsive to the needs of its users and has provided additional storage capacity for users. You can easily save your files or information on One Drive for Business or Share Point. Word

2016 also facilitates conversing with friends and family, you and your colleagues can collaborate and co-author documents simultaneously. Whenever a change is required, several members of a team can make the necessary changes to the document at the same time. Updated to incorporate the latest features, tools, and functions of the new version of the popular word processing software, a detailed manual explains all the basics, as well as how to create sophisticated page layouts, insert forms and tables, use graphics, and create book-length documents with outlines and Master Documents. Original. (All Users) This is learning made

easy. Get more done quickly with Office 2019. Jump in wherever you need answers - brisk lessons and colorful screenshots show you exactly what to do, step by step. Covers Word, Excel, PowerPoint and Outlook Format Word documents for maximum visual impact Build powerful, reliable Excel workbooks for analysis and reporting Prepare highly effective PowerPoint presentations Use Outlook to organize your email, calendar, and contacts Includes downloadable practice files Basic & Advanced MS-Word book is a comprehensive guide to learn about Computer functioning, Operating System

and Microsoft Word in detail, which has been written in an interesting and engaging style that makes it easy for you to understand and learn MS-Word. This classic book has revolutionized the way amateur as well as professional experts approach MS-Word from a Beginner to an Advanced Level. This book is one of the best practical guides to study MS-Word. Capturing the body of knowledge from academia, research and everyday commercial practice, the author, Dr. Daizye Kulkarni has synthesized the most effectual techniques and the must-know principles of the Computer Systems. Probing beyond superficial features, the author

offers valuable insights to educate you on how things really work inside the machine. Important features and relevant segments are discussed which explain the theoretical and practical underpinnings of why MS-Word does things the way it does. No matter what your level of experience, knowledge, age, development environment or acquaintance understanding is, this book will enlighten and stimulate your thinking. Each of the chapter has a section of "Let's Revise" and "Test Your Understanding" which helps you to recaptualise and check what you comprehend to know. This book will acquaint you with all the inner workings

of Windows, more than just an academic exercise. You'll learn what conditions bring out Computer's best performance and how it meets the challenge of providing good system response during file access, process scheduling and memory management in a wide variety of environments. We all know that Computer is at the center of many challenges in today's competitive world. This book helps you to navigate through diverse system landscapes by examining the pros and cons of various technologies. The versions of MS-Office (word, Excel and PowerPoint) keep changing, but the fundamental principles remain the same. With this

book, you will be trained to apply your learning in practice and make full use of Computer in modern applications. Thus, if you have to work on any version of MS-Word or future versions which would be invented, then, you will easily be able to work on it because your foundation becomes strong through this book. The topics covered in this book will help you build the highest quality code. You will discover the timeless techniques and strategies which will change your mind-set. The topics are given below: I)

#### UNDERSTANDING

#### COMPUTER SYSTEM\*

Introduction to Computer\*

Misconceptions about

Computer System\* Functioning of Computer \* Computer System, its input and output devices\* AbbreviationsII) OPERATING SYSTEM & GUI\* Introduction to Operating Systems \* Various Operating Systems\* Types of Operating Systems\* Functions of Operating Systems\* Introduction to GUI\* GUI basis of Operating Systems □ Linux□ WindowsIII) MS - WORD (BASIC)\* Introduction to Microsoft Word \* Versions of MS Word \* Word Processor\* Starting with MS- Word \* User Interface of MS-Word \* Templates\* Working with Text\* Working with DocumentsIV) MS - WORD (ADVANCED)\* Introduction to Microsoft Word

(Advanced Level)\* Editing text\* Inserting Graphics\* Working with Graphics Images\* Editing Graphics Images\* Editing Documents\* Document & Page Settings \* Applying Styles & Effects to text in document\* Make Formatting Changes in document \* Working with "Table"\* Insert Page number, Header & Footer\* Checking Document\* Display, Symbols & WordArt\* Using Mail Merge\* Print Preview documents\* Printing documents\* Shot-cut keys in MS Word If you want to learn how to use Word documents, then get the "How To Use Microsoft Word 2010" step by step guide. The tactics and techniques in this single guide are scripted to aid the

user in documenting their text material easily by using Microsoft Word 2010. With the handy step-by-step guidelines of this guide, it is easier to meet the diversified textual file documentation requirement. Undoubtedly, this study guide will assist you to make standardized formatting and content scheduling of documents in minimum possible time. This study guide offers the following substantial benefits to its booklovers: - This guide will assist you in using pre-defined and built-in document themes and templates. - You will learn standard documentation from scratch to highly professional and featured document files. -

Microsoft Word 2010 equips the user with the powerful set of editing tools and commands for outlining the document. - Microsoft Word 2010 will also guide how to format a small portion of text, a whole paragraph, a full document and or an entire long document file. - You will also learn to add several illustration types such as shapes, charts, tables, etc. to organize different text contents and therefore making the document convey its main theme to the audience visually. - The guide will also help you to change the preface and formatting of your documents by employing a simple step-by-step process. - You will also learn how pictures are

formatted by using the new and cool tools of Microsoft Word 2010 such as background removal, artistic effect, etc. - Microsoft Word 2010 also offers tools to customize the document file such as built-in styles, columns, and the creation of section and page breaks. - You can use header and footer to display main ideas, document titles, page numbers, etc. on each document page. - Lastly, you can also measure the length of your document file by using the Count Characters and words tool. This guide is organized into different chapters which present all-inclusive details of different tools, commands, features and functions of



Microsoft Word 2010. It is unquestionably a valuable service package for those who want to learn Microsoft Word 2010 and make use of it in their practical life to meet their documentation requirements. Click "Buy Now" to get it now! Sometimes called Winword, MS Word, or Word, Microsoft Word is a word processor published by Microsoft. It is one of the office productivity applications included in the Microsoft Office suite. Originally developed by Charles Simonyi and Richard Brodie, it was first released in 1983. Microsoft Word is available for Microsoft Windows, Apple macOS, Android, and Apple iOS. It can also run on the Linux operating

system using WINE. Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Excel Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Word Expert Microsoft Office Specialist (MOS) exams, this all-in-one study guide features:

Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files The most comprehensive guide to Microsoft Word 2016 If you're a professional who uses Word, but aren't aware of its many features or get confused about how they work best, Word 2016 For Professionals For Dummies answers all your burning questions about the world's number-one word processing software. Offering in-depth coverage of topics you won't find in Word 2016 For Dummies, this guide focuses on the professional's needs, giving

you all you need to know not only do your job well, but to do it even better. As Microsoft continues to hone Word with each new release, new features are added beyond basic word processing. From using Word to create blog posts to importing data from Excel to expertly flowing text around objects, it covers the gamut of Word's more advanced capabilities—including those you probably don't know exist. Whether you're looking to use Word to build a master document, collaborate and share, publish an ebook, or anything in between, the thorough, step-by-step guidance in Word 2016 For Professionals For Dummies

makes it easier. Discover neat Word editing tips and tricks to create complex documents Share documents and collaborate with others Format text, paragraphs, and pages like never before Add Excel charts and graphics to Word documents Create an ebook Essential reading for the Word power user who wants to be more productive and efficient at work, this handy guide gives you the boost to take your skills to the next level. Advance your expert-level proficiency with Word. And earn the credential that proves it! Demonstrate your expert-level competency with Microsoft Word! Designed to help you practice and prepare for Microsoft Office

Specialist: Word Expert (Word and Word 2019) certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Ready-made practice files Sharpen the skills measured by these objectives: Manage Document Options and Settings Use Advanced Editing and Formatting Features Create Custom Document Elements Use Advanced Word Features About MOS: Expert Certification A Microsoft Office Specialist (MOS): Expert certification validates your hands-on experience and

competency with an Office product at an expert level. It demonstrates that you can apply the product's principal features at an advanced level, can complete expert tasks independently, and are ready to enter the job market. See full details at: [microsoft.com/learn](https://microsoft.com/learn) Practice Files Available at: [MicrosoftPressStore.com/MOSWordExpert101/downloads](https://MicrosoftPressStore.com/MOSWordExpert101/downloads) Did you ever consider self-publishing your own book but were daunted by the complex process of actually doing it? Self-published author and expert Carla King gives a simple step-by-step guide to self-publishing your book as an e-book or print book. Plot your

success by choosing the reputable tools and services recommended here, along with techniques that will help your book succeed in the market that you choose. Get to grips with the complete range of Office 2019 applications, explore solutions to common challenges, and discover best practices for working productively Key Features Explore MS Office to enhance productivity and boost your professional development Get up and running with the new and improved features in Microsoft Office 2019 Discover how to overcome common challenges when working with Office 2019 applications Book Description Learn Microsoft

Office 2019 provides a comprehensive introduction to the latest versions of Microsoft Word, Excel, PowerPoint, Access, and Outlook. With the help of illustrated explanations, this Microsoft Office book will take you through the updated Office 2019 applications and guide you through implementing them using practical examples. You'll start by exploring the Word 2019 interface and creating professional Word documents using elements such as citations and cover pages, tracking changes, and performing mail merge. You'll then learn how to create impressive PowerPoint presentations and advance to

performing calculations and setting up workbooks in Excel 2019, along with discovering its data analysis features. Later chapters will focus on Access 2019, assisting you in everything from organizing a database to constructing advanced queries. You'll then get up to speed with Outlook, covering how to create and manage tasks, as well as how to handle your mail and contacts effortlessly. Finally, you'll find solutions to commonly encountered issues and best practices for streamlining various workplace tasks. By the end of this book, you'll have learned the essentials of Office business apps and be ready to work with

them to boost your productivity. What you will learn Use PowerPoint 2019 effectively to create engaging presentations Gain working knowledge of Excel formulas and functions Collaborate using Word 2019 tools, and create and format tables and professional documents Organize emails, calendars, meetings, contacts, and tasks with Outlook 2019 Store information for reference, reporting, and analysis using Access 2019 Discover new functionalities such as Translator, Read Aloud, Scalable Vector Graphics (SVG), and data analysis tools that are useful for working professionals Who this book is

for Whether you're just getting started or have used Microsoft Office before and are looking to develop your MS Office skills further, this book will help you to make the most of the different Office applications. Familiarity with the Office 2019 suite will be useful, but not mandatory. Get hints, useful tricks, and solutions to those annoying problems that plague users of Microsoft's ever-popular word processing software. This book goes beyond a how-to guide. You will understand where some of Word's odd behavior comes from, how underlying inheritance rules can affect your formatting, and how to understand and make use of

the many hidden characters that Word uses to control the text. By the end of the book, you'll be able to fly through your Word processing without the usual headaches. What You'll Learn Understand why you should care about hidden characters, and how they can save you time and headaches Use templates effectively, and produce your own templates Employ fast desktop publishing techniques to produce a polished final document Generate a table of contents and index Fix those pesky tables forever! Who This Book Is For Everyone who uses Microsoft Word and has encountered difficulties and felt frustrated and slowed down

Taking the guesswork out of Microsoft Word and tailoring it for writers. Research fuels innovation—and with this focused guide to Microsoft Word, you can help increase your team's collaborative power and effectiveness, and bring new research to life. Writing proposals, reports, journal articles, theses, and other technical documents as a team poses unique challenges, not the least of which is consistent presentation and voice. You must also manage the formatting and accuracy of figures, equations, and citations, and comply with the style rules of external publications. In this book you'll learn from the authors'

extensive experience managing the authoring and publication of technical content, and gain specific practices and templates you can apply right away. Focuses on the unique challenges of writing and producing documents in an academic or commercial R&D setting Demonstrates how to use Microsoft Word to increase the quality of collaborative document preparation—including formatting, editing, citations management, commenting, and version control Includes downloadable templates that help automate creation of scientific documents Offers best-practices guidance for writing in teams and writing in

the scientific genre ..".a 'must' for any aspiring self-publisher..." -- Midwest Book Review FINALIST, 2nd Place, Writing & Publishing, Global eBook Awards Learn How to Achieve Your Publishing Dreams Today! "Jennette Green's Book Formatting for Self-Publishers can help you take control of your publishing career . . ." Have you written a book that you would like to see published? Today, the barriers preventing an author from getting his/her book published have vanished. No longer do authors need to send out countless query letters to publishers, who either dump them in the trash, or send a standard, cold rejection letter.

Now you can take control of your publishing career. In this book, you will learn simple techniques to produce a professional looking print book or ebook. Take advantage of the author's years of experience producing professional book files for satisfied clients. Her tips and tricks to mastering the technical details of publishing a book are presented in a simple, step-by-step format that anyone can understand. Dozens of accompanying illustrations make learning the steps even easier. If you own Microsoft Word and Adobe Acrobat Pro (version 7 or later), you can publish your book now.\* With a well-written book, a good

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