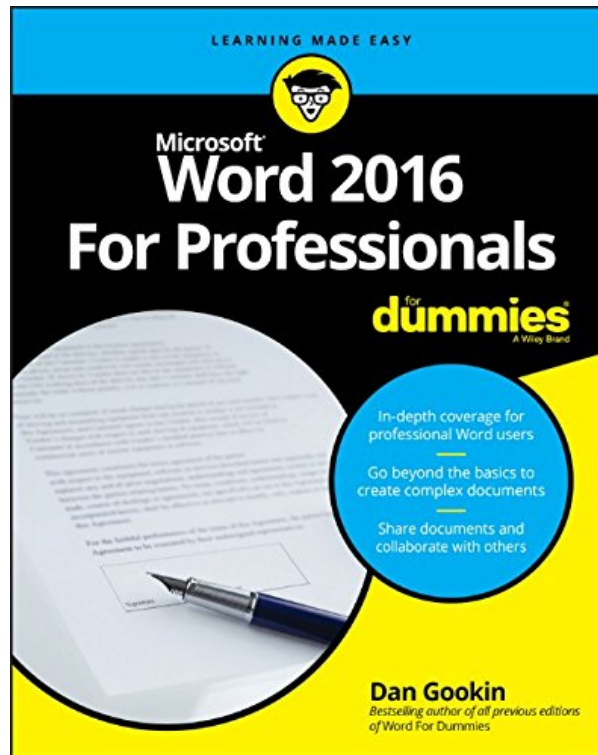
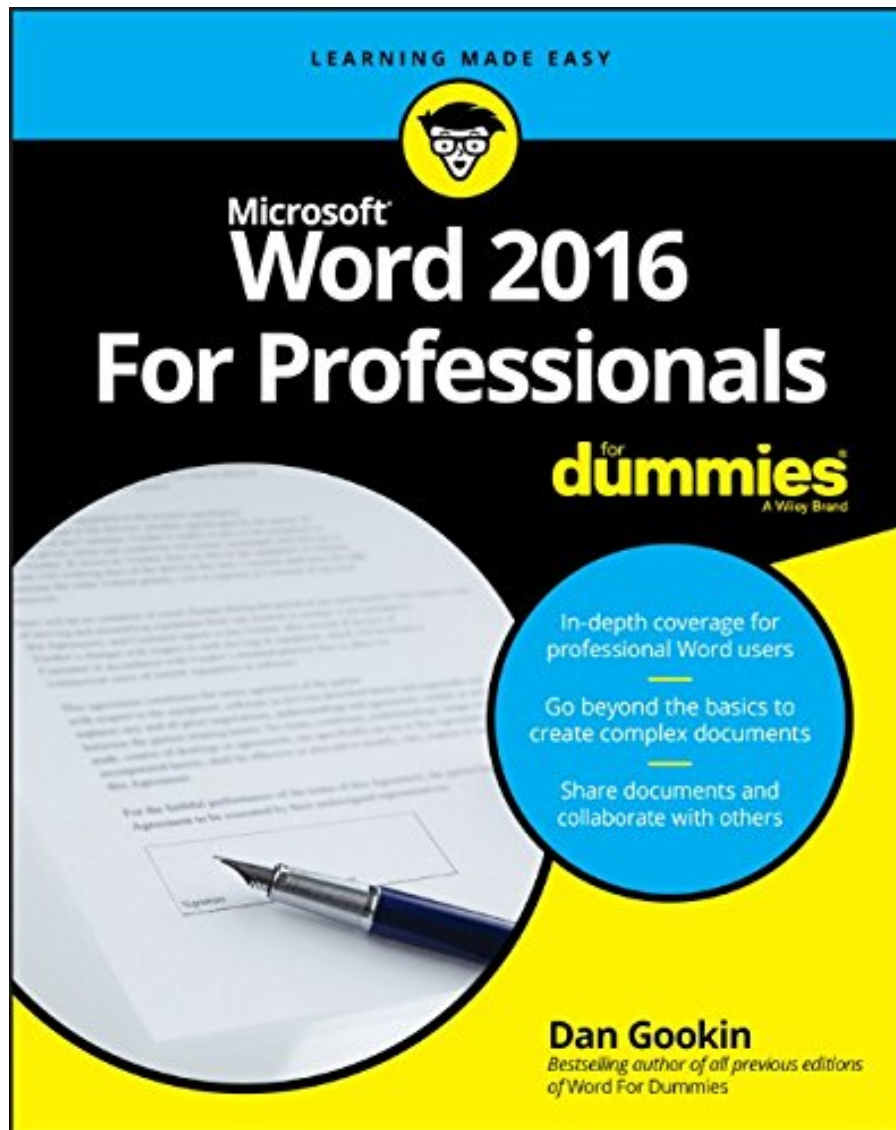


# WORD 2016 FOR PROFESSIONALS FOR DUMMIES BY DAN GOOKIN



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From the Back Cover

- In-depth coverage for professional Word users
- Go beyond the basics to create complex documents
- Share documents and collaborate with others

All you need to get more out of Word

Hiding beneath Word 2016's unassuming exterior is a workshop of power tools that enable professionals to be even more productive. Go beyond basic word processing, and get the most out of Word by learning to work with graphics, create complexly-formatted documents, add automation features to templates, collaborate with others, and share documents. Take the guesswork out of Microsoft Word with this comprehensive guide packed with information to help you work smarter and faster.

Inside...

- Writing long documents
- Adding references to manuscripts
- Create and manage templates
- Creating an eBook
- Working with large tables
- Integrating Excel
- Automating tasks by using macros

About the Author

Dan Gookin has been writing about technology for over 150 titles years. He's written more than 130 books, including the original For Dummies book, DOS For Dummies, which soon became the world's fastest-selling

computer book. Other top sellers include PCs For Dummies, Laptops For Dummies, and Android Phones For Dummies. Visit Dan at [www.wambooli.com](http://www.wambooli.com).

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# WORD 2016 FOR PROFESSIONALS FOR DUMMIES BY DAN GOOKIN PDF

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.

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- 648 pages

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Most helpful customer reviews

1 of 1 people found the following review helpful.

A Mac User and Author Weighs In.

By WayneChicago

Review from a non-Vine, non-supported, no free or discounted merchandise reviewer. I do not know the author, Daniel Gookin.

I'm a dedicated MacBook Pro user, a professional author, and have recently downloaded Word 2016 for Mac software. Familiar, but not intimately, with Word 2011 for Mac, I wanted to improve my use of Styles, Navigation, and management of large (up to 200k words) documents in MS Word, which remains the default word processor for manuscripts, essays, and short story submissions. Love your Scrivener, Ulysses, Pages, Google Docs, LibreOffice, or IA Writer (trust me, I've stuck a toe in them all), but in the end, you're going to have to use Microsoft Word. Other programs may come and go, but Word is the global standard, and as such, it's the file storage default for all those treasured documents that you've earned through seat sores and wrist tendonitis. Even changes in a program can "lock" past files (as anyone who suffered through the iWorks Pages version 4 to version 5 "upgrade" can attest). In 20 years, will the other software still be around and supported? Only those still holding Borders and Circuit City gift cards would offer a definitive "yes".

The description details of this Dan Gookin book, as well as other reviews (none of which, as of Dec 2016, are verified buyers from Amazon) warn "Mac users, you're out of luck". It's written so many times in the reviews, in fact, that it's suspect of collusion (real reviews, or author's cousins?). So, what did I do: I bought the book anyhow. Maybe I have rocks in my head. Maybe, on the other hand, I have watched several online videos of tutorials for Word 2016 aimed at Windows users where I had no issue following along with my Mac. Definitely there are some differences in certain aspects, and these are listed by blogger 9To5Mac if you search for the comparisons. Embedded fonts, digital ink, screen clippings, are just a few of the dozen or so things not on Mac versus Windows version, according to the 9To5Mac website. Will I need those? Perhaps, but any loss is a function of the software, not Gookin's book. And, the small differences between the "look"

of the software between Mac and Windows can easily be hunt-and-pecked on the screen for a solution; in a real pinch, an online search for a function will reveal the Mac-specific answer, no doubt. Mac users are well-versed in finding answers for their less ubiquitous computers. For instance, the manual often described going to File>Options to adjust such things as "readability". When attempted on a Mac, there is File, but no Options on the drop-down menu. What to do? Most Mac users already know that Preferences is our "Options"; should that not be known (and I checked this just now), a quick internet search for "Mac file options" pulls up the answer.

In the Introduction, the author states, "This book does not cover Word for the Macintosh. If you see an Apple logo on your computer, I can't promise anything in this text applies to your computer." Got it, Chief. It seems that there's a concerted effort to "distance" himself from Mac, as though abdicating all responsibility for the few times that a Mac user finds a difference in the book vs. what is on their Mac. Well, since they're 98% the same, it might be better to be inclusive rather than exclusive. And, since there are so few Mac Word 2016 guides, it might behoove you to—rather than scaring away the owners of 20% of all computers—find the small differences and add a chapter (or a sidebar, as done in other Dummies books) to your otherwise encyclopedic effort detailing the minor Mac differences, and thus sell more books. Too busy or lazy to do it? Just say that it can help Mac users most all of the time, list a few of them, and be encouraging and inclusive.

The textbook is well written, with humor added, and is laid out in the usual wide margins and generous spacing familiar to the Dummies series. Each page is easy to read; each step is smooth to follow. Although the "doorstop" length of the book at nearly 700 pages might seem daunting, once opened, it's a pleasure to peruse. It reads "smaller", if that makes sense. Even Gookin instructs the reader to seek the parts necessary for him or her, and to use the book as a reference. Indeed, that is sound advice. I would add that the printed book (rather than e-book, if available) is almost mandatory for a text reference, and Word 2016 for Professionals is a vivid example. Even having owned the book for only a week, using it as a workbook for learning, I have Post-Its stuck to so many important pages, it's beginning to look like an heirloom book of Psalms.

Specific for the working author, the textbook begins with pertinent everyday usage instructions that are, typically, just beyond what most of us ever take the time to learn: templates, styles, page layouts, tabs, printing tips, etc. Much can be learned from a quick read; I gleaned at least one or two useful "pearls" that I will use in my writing process from each chapter. The author/writer specific areas begin in Part 4, pages 331-414, which discusses author tools and document references. I found the most unique feature of the book to be the sections titled "From Brainstorm to Outline" and "Humongous Documents". Finally, someone "gets it" for the working author! Both of these subjects have been bug-a-boos for me, personally. It has been labor intensive to cut and paste my individual scenes into a working manuscript (struggling to match Styles, formatting, etc.), and once accomplished, I was always left with a gigantic, unwieldy file; I felt like one of those restaurant waiters who weave through diners' tables while balancing five dinner plates on a single tray! Dan Gookin's book makes easy work of the balance, even giving his own input into writing techniques, such as placing individual chapters in separate stored files then compiling to a larger unit (making third-party software, such as Scrivener, an unnecessary "middleman" in the process from your brain to a finished manuscript in MS Word).

Those that long for e-book publishing are not left out; Chapter 22 is all yours. There are also chapters on including images, charts, Excel files, internet hyperlinks, and on and on for those graphics designers making pamphlets, posters, magazine layouts, etc.

In the end, I find this book to be head-and-shoulders above the few others that I have purchased for MS Word (Mac 2011, Windows 2010). Although not a basic Word 2016 book (which, I believe, Dan Gookin has



written, too), it's quite easy reading for anyone that knows even the basics of Word in any version. I love to reference this manual for minor layout and formatting issues. It instructs on troubleshooting, for instance, when unable to open a saved file, or opening a file from another software product and having it "look right" on MS Word. No longer will I need to read the agent and contest submission guidelines with fear—"Oh, Lord, this one wants every page numbered, including my last name, in Helvetica 10-point, except for the title page and footnotes page!"—but instead I'll feel a sense of "I got this one". Dan Gookin's book is an invaluable resource for those working with text professionally, Mac or Windows—and even for those who just want to write a simple letter in Word 2016 for Mac without breaking a sweat.

2 of 2 people found the following review helpful.

The Only Tutorial You'll Need For Word 2016

By Miss Barbara

I never comment on the size of a book but in this case I must mention that I've been reading the "for dummies" series for many years and this is a tome to be reckoned with. It's twice as thick as any other volume I have in my reference library and that's for good reason – it's filled, packed and stuffed with wide-ranging and practical advice for anyone who uses Microsoft Word 2016 for more than a cursory note to your mom.

The book assumes you have a basic knowledge of Word and is geared towards Word2016 but much can be applied to earlier versions. Of course if you have a Mac, you're out of luck. The book starts with the usual sundry topics such as fonts, paragraph layouts, tabs, lists, tables but soon progresses to more interesting topics the author calls "Style Methods and Madness", also "The Tao of Templates". The whole goal of this book is to go beyond the basics.

The topics include Word for Lawyers; now we're talking turkey and the book is paying for itself. There's Tools for Authors and how to deal with Humongous Documents. We're still only at the halfway point.

There are sections on e-book publishing, web-page publishing, all written in a style that is informative without going in the incomprehensible regions. You can pick and choose the areas that are apropos for your specific needs. For instance I needed help with templates and content control; specifically with Fill-in-the-blank documents. There was the answer to my plea with chapter 27 dedicated to "me". Of course when you find the areas that you're needing training in, you will also find yourself skimming other zones in the book and saying "Wow – that will save me a lot of time".

This is one of the better "for dummies" books in that it is so comprehensive it's probably the only tutorial you'll need.

1 of 1 people found the following review helpful.

useful for beginners but not as useful for more seasoned veterans.

By \\_ (? ) \\_ /

Sometimes, I just wish that software would come with a big fat manual. It's fine to search the web for specific issues; but for general perusing, nothing beats a book. Most of use can use the basic tools in Word. It's the more complex tasks that need teaching. I did find a few useful tips that I've employed in my work already, but I wish the book dealt with more of the problems we sometimes run into. Like yesterday, I kept highlighting a paragraph to see what font it was and it was blank. I chose Times New Roman but it wouldn't take. Individual words showed up as Times New Roman. I cleared formatting for the paragraph but that didn't help. Humph. The answer was not in this book.

On the other hand, "Word 2016 for Professionals" does delve into macros, which interests me. I've never been able to do more than record a macro as I was typing; but the more complex stuff, I could never

understand. This isn't going to make you a pro at creating macros, but it will help you get started.

This is a thick book that covers a lot of ground. I'll keep it around as my Word manual; but for difficult issues, I still have to Google. I'd say it's very useful for beginners but not as useful for more seasoned veterans.

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