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Daniel John Stine AIA, CSI, CDT

Study Guide For Microsoft Word 2007

David J. Clark



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Outline of the book

The dual nature of this book helps you build a strong foundation in Word and prepares you for the exam. The first chapter gets you started right away opening Word and learning about the user interface and important terminology. For those interested in taking the exam it includes how to register for the exam and find an exam center, tips on using your time wisely during the exam and information on scores and retaking the exam. The next six chapters cover all of the topics you need to become proficient in Word and coincide with the objective domain categories in the Microsoft Word Certification Exam: Manage Documents, Insert and Format Text Paragraphs and Sections, Manage Tables and Lists, Create and Manage References, Insert and Format Graphic Elements, and Manage Document Collaboration. Short video tutorials are included for every single outcome in the book. 95 in all for when you need extra help or learn best by observation.

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About the author

Daniel John Stine, AIA, CSI, CDT is a registered architect with over twenty years of experience in the field of architecture. Throughout these years of professional practice, Stine has leveraged many of the Microsoft Office products to organize and manage complex projects. In addition to Microsoft Office certification study guides, Stine has written multiple books on architectural design software, all written using Microsoft Word and published by SDC Publications.

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