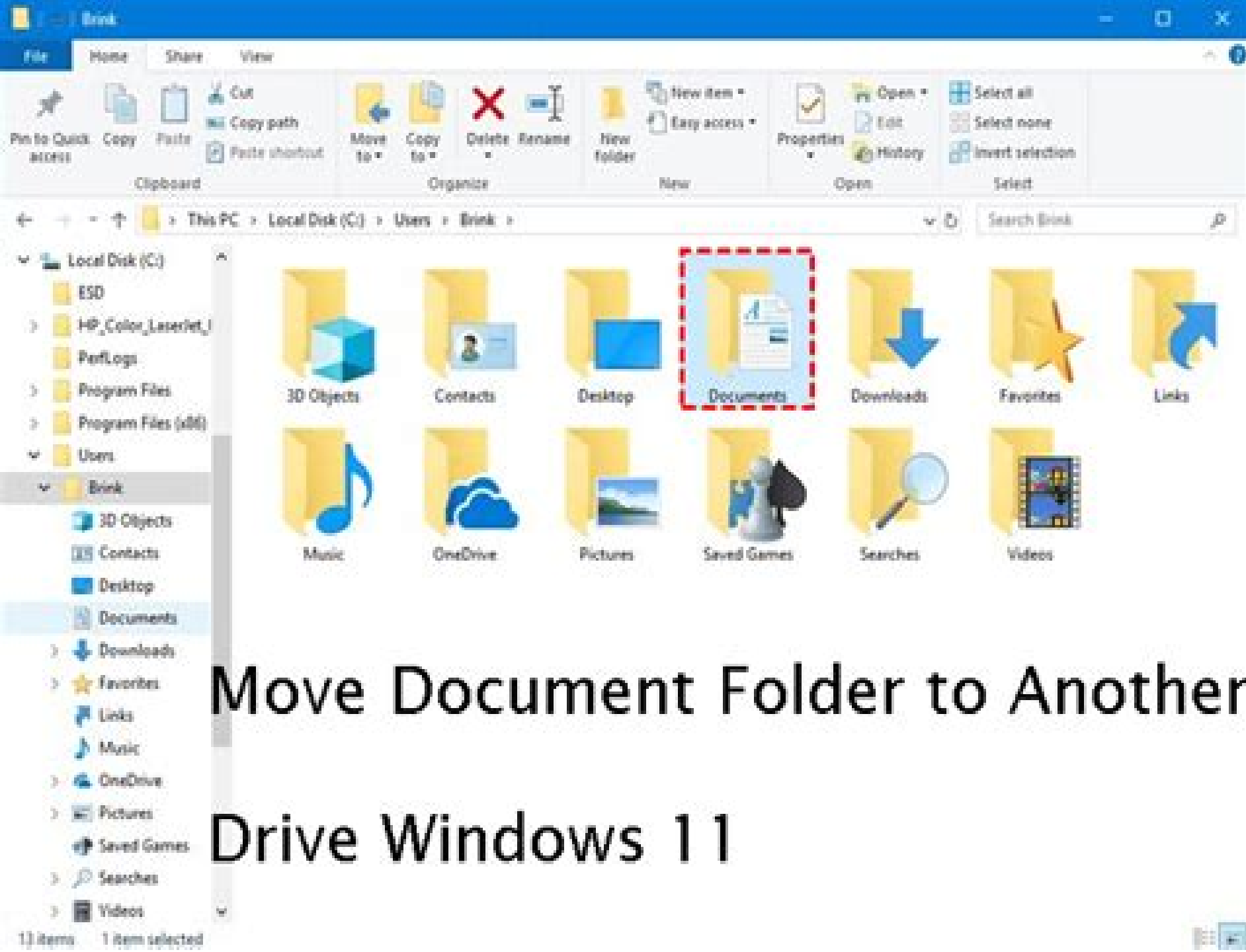




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Word 2010 For Dummies Dan Gookin,2010-10-16 The bestselling beginner s guide to Microsoft Word Whether you ve used older versions of this popular program or have never processed a single word this hands on guide gets you going with the latest version of Microsoft Word In no time you ll begin editing formatting proofing and dressing up your Word documents like a pro In this leading book about the world s number one word processing application Dan Gookin talks about using Microsoft Word in friendly easy to follow terms Focusing on the needs of the beginning Word user it provides everything you need to know about Word without any painful jargon Covers the new and improved features found in the latest version of Word Create your own templates Explains why you can t always trust the spell checker Offers little known keyboard shortcuts If you re new to Word and want to spend more time on your actual work rather than figuring out how to make it work for you this new edition of Word X For Dummies has you covered

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