



Microsoft Word 2016 Made Easy: A Step-by-Step Guide for PC Users (Microsoft Office 2016)

Dr. Harold Fisher Jr.

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Although this book is strategically designed for any individual who desires to have a basic understanding of Microsoft Word 2016, it can also benefit those who want to build on their prior knowledge. The overall goal of this user-friendly book is to develop the knowledge and skills that can be used at home and in the workplace. Although this is not an exhaustive book, it covers most of the commands found in Microsoft Word 2016.

Keep in mind that as you read this book there is always more than one way of completing a task in Microsoft Word. You will learn various ways of modifying the appearance of a document, formatting text, working with styles, inserting pictures, creating tables, preparing recipient list for mail merge, tracking changes, and much more. At the end of each chapter there are little known computer facts, applying knowledge and skills, and assessments along with the answers to each assessment question. Ultimately, at the completion of this book you will be able to confidently apply what you have learned from this book at home or on the job. Video tutorials are available in DVD format, on-demand, and can be found at Amazon and udey.com. This book is also available in the Kindle version.

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