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So far, every question I've had in using Windows Word, in Office 2016, has been easily solved by using Teach Yourself Visually Office 2016. The visuals are clearly presented, step by step, and include other related solutions that may be encountered with your problem.

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She has written over 60 books over the past 12 years covering a variety of computer topics ranging from hardware to software, from Microsoft Office programs to the Internet. Her recent titles include Teach Yourself VISUALLY HTML, 2nd Edition, Teach Yourself VISUALLY Office 2003, 2nd Edition, and Teach Yourself VISUALLY Excel 2003, 2nd Edition. Sherry worked as a manager, corporate trainer, and advertising copywriter before diving into full-time computer book authoring.

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Recent titles include Windows 7 Digital Classroom, Teach Yourself VISUALLY Outlook 2007, Office 2007: Top 100 Simplified Tips & Tricks, Internet Visual Quick Tips, and Windows Vista Visual Encyclopedia. She has also co-written a feature-length screenplay (and starred in the ensuing film) and worked as the sports editor for NUVO Newsweekly. When not working, Kate loves to ski (she was once nationally ranked), read, and ride her motorcycle — and she plays a mean game of 9-ball.

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Learn the new Microsoft Office suite the easy, visual way Microsoft Office 2013 is a power-packed suite of office productivity tools including Word, Excel, PowerPoint, Outlook, Access, and Publisher. This easy-to-use visual guide covers the basics of all six programs, with step-by-step instructions and full-color screen shots showing what you should see at each step.

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Faithe Wempen, M.A., is a Microsoft Office Specialist Master Instructor and the author of over 100 books on computer hardware and software, including the PowerPoint 2010 Bible, Microsoft Office 2010 for Seniors for Dummies, and A+ Certification Workbook for Dummies. Faithe is currently an adjunct instructor of computer information technology at IUPUI, where she teaches PC hardware and software ...

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