# BUILDING COMPLEX DOCUMENTS



# **Building Complex Documents Using Microsoft Word 2007 2010 And 2013**

**Carl Siechert, Ed Bott** 

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**Building Complex Documents** F. Mark Schiavone, 2014-04-24 If you have a need to use Microsoft Word to create documents that go beyond simple letters and reports this book is an essential tool This task focused guide shows you how to use Word to create complex documents these are documents that may contain separate chapters or sections tables equations figures foot and end notes headers and footers landscaped pages cross references tables of contents and indices Each of these components is fully covered with a focus on the steps necessary to competently master their use This book is the result of the author's many years of experience using Word to create complex documents and includes both essential discussion of the underlying concepts tips and useful troubleshooting procedures Additional sections include working with multiple authors or editors and finalizing a document Office 2013 In Depth Joe Habraken, 2013-03-23 Both an unparalleled reference and an exceptionally practical deskside resource Office 2013 In Depth is the beyond the basics beneath the surface guide for Office 2013 users who wants to maximize their productivity Renowned Office 2013 expert and college instructor Joe Habraken delivers specific proven solutions through a task based approach that introduces features within the context of how they are used in the real world Throughout Habraken illuminates the most valuable new features in Word Excel PowerPoint Outlook and Publisher Straightforward and conversational Office 2013 In Depth presents comprehensive coverage breakthrough techniques exclusive shortcuts quick access to information troubleshooting help for tough problems and real world examples with nothing glossed over or left out Packed with insights techniques tips and shortcuts it s all you need to master all these programs Word 2013 Excel 2013 PowerPoint 2013 Outlook 2013 Publisher 2013 and OneNote 2013

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