



New Perspectives on Microsoft Word 2013, Comprehensive

By S. Scott Zimmerman, Beverly B. Zimmerman, Ann Shaffer, Katherine T. Pinard

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Editorial Review

Review

Managing Your Files. Tutorial 1: Creating a Document. Tutorial 2: Editing and Formatting a Document. Tutorial 3: Creating Tables and a Multipage Report. Tutorial 4: Enhancing Page Layout and Design. Tutorial 5: Working with Templates, Themes, and Styles. Tutorial 6: Using Mail Merge. Tutorial 7: Collaborating with Others and Integrating Data. Tutorial 8: Customizing Word and Automating Your Work. Tutorial 9: Creating Online Forms Using Advanced Table Techniques. Tutorial 10: Managing Long Documents. Additional Cases.

About the Author

S. Scott Zimmerman obtained a Ph.D. from Florida State University and was a postdoctoral fellow at Cornell University. He is currently a professor at Brigham Young University in Provo, Utah and has published many scientific papers, computer articles, and computer programming and applications software books.

Beverly B. Zimmerman, an award-winning Associate Professor at Brigham Young University, holds a Ph.D. in instructional design. She has published several articles on the use of computer technology for teaching writing, co-authored over 30 books on computer applications software, and authored an oral presentations book.

Ms. Ann Shaffer has contributed to several books about computers, including NEW PERSPECTIVES ON MICROSOFT WORD. She began a career in textbook publishing as a Development Editor for William C. Brown and is now a freelance technical editor and writer. Ms. Shaffer holds a Master's degree in English from the University of Wisconsin-Madison.

Katherine T. Pinard has more than 25 years of experience writing and editing books about computer concepts, applications, and technology. She has co-authored or contributed to over 20 successful books and has edited or managed more than 60 titles. She is MOS certified in Word and PowerPoint.

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