

# Microsoft Word 2010 On Demand 1st Edition By Johnson Steve Perspection Inc 2010 Paperback

## Microsoft Word 2010 On Demand: A Review of the Perspectiion Inc. Guide

The world of word processing can seem daunting, especially when facing the complexities of a program like Microsoft Word. For those seeking a comprehensive and accessible guide to mastering Word 2010, \*Microsoft Word 2010 On Demand, 1st Edition\* by Steve Johnson, published by Perspectiion Inc. in 2010, offered a valuable resource. This paperback manual aimed to provide users with practical, on-demand solutions to common Word 2010 challenges. This in-depth review explores its features, benefits, and lasting relevance in the context of today's digital landscape. We will also examine its strengths and weaknesses, considering the advancements in Microsoft Word since its publication.

### Understanding the Book's Purpose and Audience

The \*Microsoft Word 2010 On Demand\* guide targeted a broad audience. It served as a valuable resource for both beginners grappling with the basics of Word 2010 and intermediate users seeking to improve their proficiency. The "on-demand" aspect highlighted the book's practical approach. It functioned as a quick reference guide, allowing users to easily locate solutions to specific tasks or problems, rather than a linear, step-by-step tutorial. This makes the book relevant to the concept of **just-in-time learning**, a key aspect of effective training. This approach is particularly beneficial for those who prefer learning by doing and require immediate answers to their questions. The book's focus on practical application directly addressed the needs of students, office workers, and anyone needing to proficiently use Microsoft Word 2010 for various tasks including **document creation** and **formatting**.

## Key Features and Strengths of the Microsoft Word 2010 Guide

\*Microsoft Word 2010 On Demand\* distinguished itself through several key features:

- **Task-Oriented Approach:** The book is organized around specific tasks, making it easy to find solutions to particular problems. Instead of a lengthy theoretical introduction, users could quickly locate relevant sections addressing formatting, creating tables, using mail merge, or working with images. This aligns with the **problem-solving** approach many users prefer.
- **Concise and Accessible Language:** The language used in the book is clear, concise, and avoids unnecessary technical jargon. This made the information accessible to a wider range of users, regardless of their prior experience with word processing software.
- **Visual Aids:** The inclusion of screenshots and visual aids enhanced the understanding of complex procedures. These visual elements made the instructions easier to follow, particularly for visual learners.
- **Real-world Examples:** The book used real-world examples to illustrate concepts and procedures. This helped users better grasp the practical applications of different Word 2010 features.
- **Comprehensive Coverage:** Although focused on specific tasks, the book provided reasonably comprehensive coverage of many common Word 2010 features, ensuring users could address a wide range of document creation needs.

## Limitations and Considerations

While \*Microsoft Word 2010 On Demand\* offered valuable assistance to its target audience, several limitations are worth noting:

- **Outdated Version:** The most significant limitation is the outdated version of Microsoft Word. Since its publication, Microsoft has released several subsequent versions with significant advancements in features and interface. Many features described may be slightly different or unavailable in newer versions.
- **Limited Depth:** Due to its concise nature, the book does not delve deeply into advanced features or customization

options. Users seeking in-depth knowledge of advanced features may need to consult other resources.

- **No Online Support:** Unlike modern resources, the book lacks online supplementary materials or interactive elements.

## The Lasting Relevance of the Guide

Despite its age, the \*Microsoft Word 2010 On Demand\* guide still offers some relevance. Many fundamental concepts and principles of word processing remain consistent across different versions of Microsoft Word. The core skills taught—formatting text, creating tables, inserting images, and using mail merge—are timeless and remain essential for effective document creation. The book can therefore serve as a foundation for understanding these fundamental principles, even if users eventually transition to newer versions of Word. For those working with legacy systems or requiring a straightforward guide to the fundamentals of Word 2010, it remains a viable option.

## Conclusion: A Valuable Resource for its Time

\*Microsoft Word 2010 On Demand\* by Steve Johnson served as a practical and accessible guide for users seeking to master Microsoft Word 2010. Its task-oriented approach, concise language, and visual aids made it a valuable resource for both beginners and intermediate users. While the outdated version limits its applicability to current users of newer Word versions, the core skills and concepts it teaches remain timeless and provide a solid foundation for word processing proficiency. Its strength lies in its simplicity and direct approach to solving common document creation problems.

## FAQ: Addressing Common Questions

### Q1: Can I still use this book if I'm using a newer version of Microsoft Word?

A1: While the specific interface and some feature names might differ, many fundamental concepts remain the same. You can still use this book to learn core word processing skills, such as formatting text, creating tables, and inserting images. However, you should be aware that some advanced features or shortcuts may not be directly applicable.

### Q2: Is this book suitable for complete beginners?

A2: Yes, the book's clear and concise language and task-oriented approach make it suitable for beginners. It focuses on practical application, allowing users to learn by doing and address specific tasks as needed.

**Q3: Does the book cover advanced features like macros or VBA programming?**

A3: No, the book primarily focuses on common tasks and features, not advanced programming aspects of Microsoft Word. For in-depth information on macros and VBA, you'll need to consult other resources.

**Q4: Where can I find a copy of this book?**

A4: Due to the age of the publication, finding new copies may be challenging. Used bookstores, online marketplaces like eBay or Amazon, and online used book retailers may offer copies.

**Q5: What are the key differences between this book and other Microsoft Word guides?**

A5: This book stands out for its task-oriented approach and concise, accessible writing style. Other guides may offer a more linear or theoretical approach. This book emphasizes practical application over extensive theoretical explanations.

**Q6: Is there an updated version for newer Microsoft Word versions?**

A6: Perspectiion Inc. likely hasn't released an updated version for newer Word versions. You will need to find updated guides specifically for your version of Microsoft Word.

**Q7: What is the overall value proposition of this book, considering its age?**

A7: The value lies in its ability to teach fundamental word processing skills that remain relevant across different versions of Microsoft Word. While not a comprehensive guide for the latest features, it serves as a valuable introduction to the core concepts.

**Q8: Are there any similar books that cover more recent versions of Microsoft Word?**

A8: Yes, numerous books and online resources cover the latest versions of Microsoft Word (e.g., Word 365). Searching for

"Microsoft Word [your version] tutorial" or "Microsoft Word [your version] guide" online will yield numerous results.

## **Diving Deep into Microsoft Word 2010 On Demand: A Comprehensive Review of the Johnson/Perspection Inc. Guide**

Microsoft Word 2010 On Demand, first edition by Steve Johnson of Perspection Inc. (2010), presents a hands-on approach to mastering the robust features of Microsoft Word 2010. This guide isn't your standard resource; it's a engaging journey into the core of Word's capabilities. This detailed review will examine its strengths, weaknesses, and overall value for both beginners and proficient users similarly.

The book's layout is clearly designed to facilitate gradual acquisition. Johnson skillfully breaks down intricate concepts into readily digestible segments. Each unit centers on a specific aspect of Word 2010, building upon previous information. This approach is particularly beneficial for users who favor a systematic training experience.

One of the principal strengths of "Microsoft Word 2010 On Demand" is its concentration on applied use. Rather than merely describing features, Johnson offers a plethora of applicable instances and drills that permit readers to immediately utilize what they've learned. This engaged method significantly enhances comprehension and encourages a more profound knowledge of the software.

The book discusses a extensive spectrum of areas, including document layout, style handling, chart generation, image insertion, letter combination, and sophisticated features like automation and forms. While not exhaustive in its extent, it effectively addresses the most regularly used functionalities.

However, the book's vintage is a element to account for. Word 2010, while still working, is considerably older than modern versions. Some functions discussed may have been updated or even removed in following versions. Therefore, while the fundamental principles remain applicable, users of updated Word versions might discover some discrepancies.

Despite this drawback, "Microsoft Word 2010 On Demand" continues a useful resource for understanding the foundations of Word text editing. Its straightforward writing, applied method, and well-structured content make it an easy-to-understand handbook for individuals seeking to enhance their Word skills.

In closing, "Microsoft Word 2010 On Demand" serves as a reliable starting place to the world of Word 2010. While its antiquity necessitates recognition of potential differences in newer versions, its hands-on focus and clear explanation of basic concepts makes it a useful acquisition for learners of all levels.

### **Frequently Asked Questions (FAQs):**

#### **1. Q: Is this book suitable for complete beginners?**

**A:** Yes, the book's structured approach and practical examples make it suitable for users with little to no prior experience with Microsoft Word.

#### **2. Q: Is this book relevant if I'm using a newer version of Microsoft Word?**

**A:** While some specific features might differ, the fundamental concepts and techniques covered in the book remain relevant and transferable to newer versions.

#### **3. Q: Does the book cover advanced topics?**

**A:** Yes, the book covers a range of topics, including advanced features like macros and mail merge, although it might not delve as deeply into these areas as more specialized resources.

#### **4. Q: Where can I obtain a copy?**

**A:** Used copies may be available through digital vendors like Amazon or eBay. However, due to its age, availability might be limited.

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