

**Herb Tyson**  
*Microsoft Word MVP*

**Microsoft®**

# Word 2010

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at Word 2010

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# **Microsoft® Word 2010 Bible**

**Herb Tyson**



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*This book is dedicated to my extraordinary daughter, Katie, who was killed in a car crash on July 2, 2009. Katie was the most incredibly talented, intelligent, and loving human being I've ever known, and Karen and I miss her each and every day. In her short 21 years, she touched the lives of many hundreds of people who knew her and loved her, and relied on her for her leadership and her deep compassion, empathy, and honesty. With wisdom beyond her time with us, I believe that her timeless soul continues. The work she began is being continued by the Katie Tyson Fund, which provides leadership training for youth and young adults.*

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**Herb Tyson** is an economist and computer consultant and trainer in the Washington, D.C., area. He earned an interdisciplinary doctorate from Michigan State University in 1977, and an undergraduate degree in Economics and Sociology from Georgetown University in 1973.

He is the author of many computer magazine and ezine articles, as well as over a dozen computing books, including *Teach Yourself Outlook 2000 in 24 Hours*, *Word for Windows Super Book*, *Teach Yourself Web Publishing with Microsoft Word*, *XyWrite Revealed*, *Word for Windows Revealed*, *Your OS/2 Consultant*, and *Navigating the Internet with OS/2 Warp*. Herb is also joint author and technical editor for many other books.

He has received the Microsoft MVP (Most Valuable Professional) award each year for more than fifteen years, in recognition for helping thousands of Microsoft Word users. Widely recognized for his expertise, Herb's clients have included IBM, Wang, the federal government, and the World Bank, as well as numerous law firms and publishers.

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You can visit Herb's website at [www.herbtyson.com](http://www.herbtyson.com). Questions about this book and Microsoft Office can be pursued at Herb's Word blog, at [word.herbtyson.com](http://word.herbtyson.com).

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