



WRITTEN BY

LISA A. BUCKI

Microsoft® Word 2013 BIBLE

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Microsoft® Word 2013 **BIBLE**

Lisa A. Bucki

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Microsoft® Word 2013 Bible

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*This book is dedicated with love to my husband, Stephen Poland,
who honors me daily with his loving and supportive presence in my life.*



About the Author

Lisa A. Bucki learned about personal computers and software in the trenches at an up-and-coming Indianapolis PR firm in the late 1980s, teaching colleagues to navigate the brave new world of DOS and WordPerfect, as well as showing clients how to create their own publications in PageMaker, one of the first desktop publishing programs. After moving into the computer book and technical writing field in 1991, she edited or managed hundreds of titles on technology topics as diverse as PC basics, operating systems and utilities, memory management, desktop software, desktop publishing, and even random dot stereograms.

She has also written and/or contributed to dozens of computer books (and stopped bothering to count long ago), but notably was the consolidating writer and editor for *Microsoft Office 2013 Bible* and its prior editions. In addition to book authoring, Bucki has written or collaborated on dozens of multimedia and online tutorials. She has covered a variety of software and technology subjects including Photoshop, FileMaker Pro and Keynote for the Mac, iPhoto, Fireworks and Flash from Macromedia, early versions of Windows, Microsoft Office applications including Project, and digital photography. She has also written software reviews and profiles of online retailers and products for popular online deals site Offers.com, as well as serving as that site's Money Monday blogger for a period. In her consultant and trainer role, Bucki primarily provides instruction in the use of Microsoft Project but has also conducted Word and Excel training courses. In her spare time, she dabbles in creating handmade tile and minds the dogs, the chickens, and the garden along with her husband, Steve, in the wilds of Western North Carolina.



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The background of the page features a complex technical illustration. It includes several interlocking gears of various sizes, some with teeth and others with smooth edges. There are also various technical drawings, including a grid pattern, a dashed line forming a square with an 'X' inside, and other geometric shapes. The overall style is that of a technical manual or engineering drawing, rendered in a light gray color against a white background.

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