



# MANUAL MICROSOFT WORD 2013

# Manual Of Microsoft Word 2013

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## **Manual Of Microsoft Word 2013:**

Microsoft Word 2013 Step By Step Joan Lambert,Joyce Cox,2013-01-15 Experience learning made easy and quickly teach yourself how to format publish and share your content using Word 2013 With Step by Step you set the pace building and practicing the skills you need just when you them Includes downloadable practice files and a companion eBook Work with Word on your PC or touch enabled device Master the core tools for designing and editing documents Manage page layout style and navigation Use tables and charts to organize information Insert pictures graphics and video Use collaboration and review features

**Word 2013** Axzo Press Staff,2013-03-19 This ILT Series course covers the basic skills and concepts students need to use Microsoft Word 2013 productively and efficiently After an introduction to Word s window components students will learn how to create and save documents and how to navigate documents Then they will edit copy and paste and find and replace text They will also learn how to enhance the appearance of a document by using various formatting options In addition they will create tables adjust page layout work with graphics use styles and outlines and proof and print documents The Axzo Edition of this course focuses solely on the skills real users need to be productive immediately in Microsoft Word We ve listened carefully to customer feedback on the content and redesigned the course to flow better in the classroom Setup is clean and simple examples relevant and extraneous content gone

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Word 2013 Absolute Beginner's Guide Sherry Kinkoph Gunter,2013-03-18 Make the most of Word2013 without becoming a technical expert Word 2013 Absolute Beginner s Guide is the fastest way to get comfortable and productive with the newest version of Word use its powerful new tools and extend it to the web and the latest mobile devices Whether you re new to Word or you re one of the millions who ve used previous versions this practical approachable book will show you how to do exactly what you want one incredibly clear and easy step at a time World renowned Wordtutorial author Sherry Kinkoph Gunter reveals Word2013 s power helps you quickly master and customize its updated interface and covers everything you need to know to create edit format build review and share documents You ll find easy practical coverage of new Word features and techniques including Using New Live Layout and alignment grids Running Word from Windows RT Windows 8 tablets and the web

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