



Word 2013



Microsoft Word 2013 Manual

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Microsoft Word 2013 Manual:

Microsoft Word 2013 - das Handbuch : [E-Book auf CD ; umfassend und zuverlässig] Klaus Fahnenstich, Rainer G. Haselier, 2013 Sie möchten die Leistungsfähigkeit von Word 2013 nutzen Sie wollen sich schnell mit der neuen Oberfläche und Touch Bedienung vertraut machen Sie wollen die neuen Möglichkeiten sofort umsetzen Zwei ausgewiesene Word Experten zeigen umfassend und leicht verständlich wie Sie Word 2013 effizient in der Praxis einsetzen Profitieren Sie von den Neuerungen wie erweiterten Designs PDF Bearbeitung oder der verbesserten Integration mit Excel und PowerPoint Anhand von Beispieldateien erlernen Sie Schritt für Schritt die wichtigsten Arbeitstechniken hilfreiche Übersichten erleichtern Ihnen den Überblick und Profitipps helfen Zeit zu sparen *Microsoft Word 2013 - das Handbuch* Klaus Fahnenstich, Rainer G. Haselier, 2013 Sie möchten die Leistungsfähigkeit von Word 2013 nutzen Sie wollen sich schnell mit der neuen Oberfläche und Touch Bedienung vertraut machen Sie wollen die neuen Möglichkeiten sofort umsetzen Zwei ausgewiesene Word Experten zeigen umfassend und leicht verständlich wie Sie Word 2013 effizient in der Praxis einsetzen Profitieren Sie von den Neuerungen wie erweiterten Designs PDF Bearbeitung oder der verbesserten Integration mit Excel und PowerPoint Anhand von Beispieldateien erlernen Sie Schritt für Schritt die wichtigsten Arbeitstechniken hilfreiche Übersichten erleichtern Ihnen den Überblick und Profitipps helfen Zeit zu sparen **Microsoft Word 2019 Training**

Manual Classroom in a Book TeachUcomp , 2020-08-15 Complete classroom training manual for Microsoft Word 2019 369 pages and 210 individual topics Includes practice exercises and keyboard shortcuts You will learn document creation editing proofing formatting styles themes tables mailings and much more Topics Covered CHAPTER 1 Getting Acquainted with Word 1 1 About Word 1 2 The Word Environment 1 3 The Title Bar 1 4 The Ribbon 1 5 The File Tab and Backstage View 1 6 The Quick Access Toolbar 1 7 Touch Mode 1 8 The Ruler 1 9 The Scroll Bars 1 10 The Document View Buttons 1 11 The Zoom Slider 1 12 The Status Bar 1 13 The Mini Toolbar 1 14 Keyboard Shortcuts CHAPTER 2 Creating Basic Documents 2 1 Opening Documents 2 2 Closing Documents 2 3 Creating New Documents 2 4 Saving Documents 2 5 Recovering Unsaved Documents 2 6 Entering Text 2 7 Moving through Text 2 8 Selecting Text 2 9 Non Printing Characters 2 10 Working with Word File Formats 2 11 AutoSave Online Documents CHAPTER 3 Document views 3 1 Changing Document Views 3 2 Showing and Hiding the Ruler 3 3 Showing and Hiding Gridlines 3 4 Using the Navigation Pane 3 5 Zooming the Document 3 6 Opening a Copy of a Document in a New Window 3 7 Arranging Open Document Windows 3 8 Split Window 3 9 Comparing Open Documents 3 10 Switching Open Documents 3 11 Switching to Full Screen View CHAPTER 4 Basic Editing Skills 4 1 Deleting Text 4 2 Cutting Copying and Pasting 4 3 Undoing and Redoing Actions 4 4 Finding and Replacing Text 4 5 Selecting Text and Objects CHAPTER 5 BASIC PROOFING Tools 5 1 The Spelling and Grammar Tool 5 2 Setting Default Proofing Options 5 3 Using the Thesaurus 5 4 Finding the Word Count 5 5 Translating Documents 5 6 Read Aloud in Word CHAPTER 6 FONT Formatting 6 1 Formatting Fonts 6 2 The Font Dialog Box 6 3 The Format Painter 6 4 Applying Styles to

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Office 2013: The Missing Manual Nancy Conner,Matthew MacDonald,2013-05-22 Microsoft Office is the most widely used productivity software in the world but most people just know the basics This helpful guide gets you started with the programs in Office 2013 and provides lots of power user tips and tricks when you re ready for more You ll learn about Office s new templates and themes touchscreen features and other advances including Excel s Quick Analysis tool The important stuff you need to know Create professional looking documents Use Word to craft reports newsletters and brochures for the Web and desktop Stay organized Set up Outlook to track your email contacts appointments and tasks Work faster with Excel Determine the best way to present your data with the new Quick Analysis tool Make inspiring presentations Build PowerPoint slideshows with video and audio clips charts and graphs and animations Share your Access database Design a custom database and let other people view it in their web browsers Get to know the whole suite Use other handy Office tools Publisher OneNote and a full range of Office Web Apps Create and share documents in the cloud Upload and work with your Office files in Microsoft s SkyDrive

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