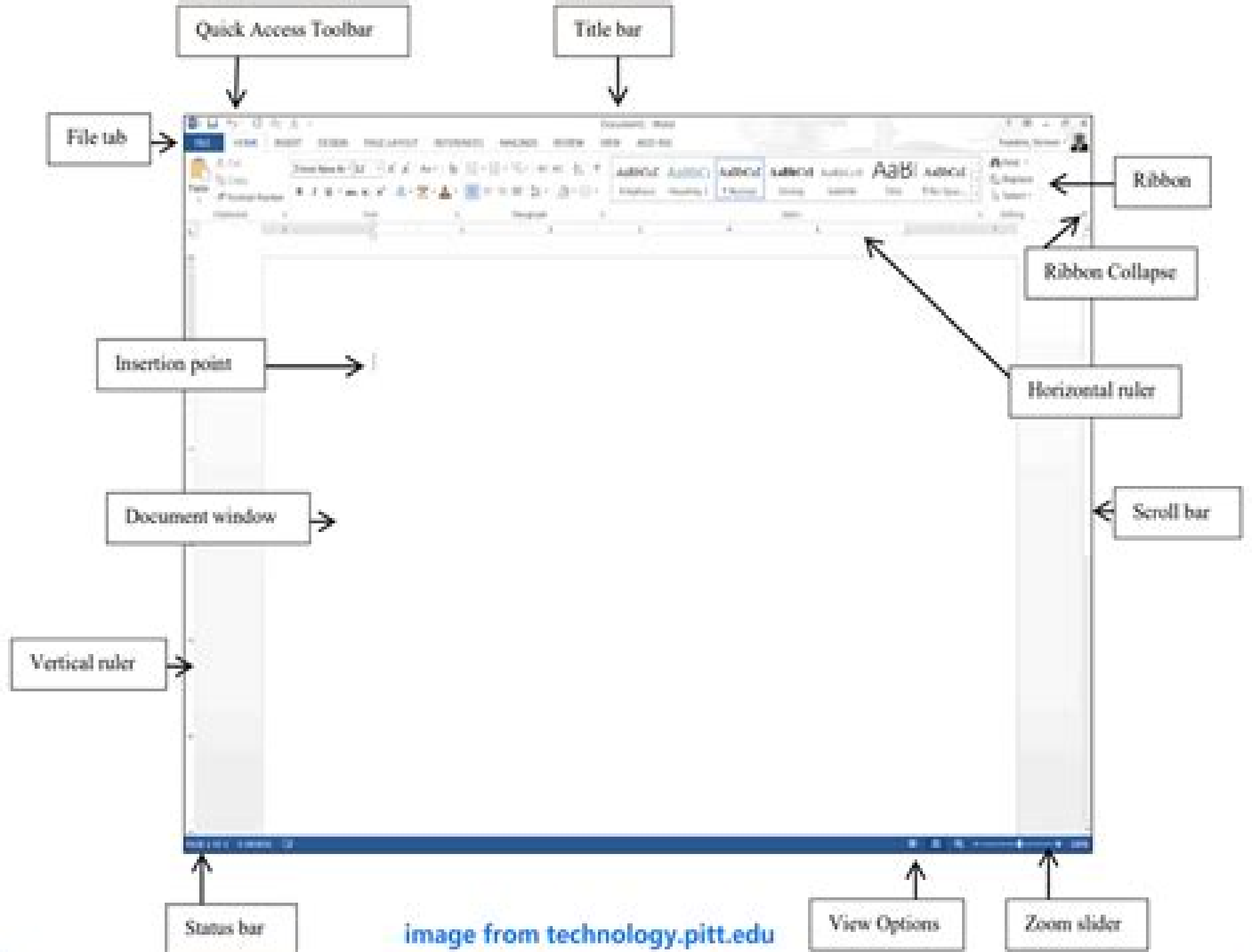




Microsoft Word 2013 User Guide

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Microsoft Word 2013 User Guide:

Word 2013 Absolute Beginner's Guide Sherry Kinkoph Gunter, 2013-07-05 Make the most of Word 2013 without becoming a technical expert This book is the fastest way to learn Word and use it quickly to prepare powerfully effective documents Even if you've never used Word before you'll learn how to do what you want one clear and easy step at a time Word has never ever been this simple Who knew how simple Word 2013 could be This is the easiest most practical beginner's guide to using Microsoft's incredibly powerful new Word 2013 word processing program simple reliable instructions for doing everything you really want to do Here's a small sample of what you'll learn Navigate Word 2013's updated interface and make the most of the Ribbon Quick Access toolbar and other handy tools Quickly develop any document from reports to resumés brochures to calendars even web pages Control margins indents alignment columns and spacing Improve document appearance with themes and style sets Organize and present data attractively with Word tables and charts Build professional quality visuals with SmartArt and WordArt Use images from multiple sources including screen captures and Bing Image Search Master long documents tables of contents cross references and footnotes Collaborate with others using Word's tracking and revision tools Easily create personalized mailings and email And much more *Microsoft Word 2013 Level 2 (English version)* AMC College, This manual will show you the advanced functions of new version of word processing MS Word 2013 It teaches you on how to use the tools with pictures videos charts and graphs as well as the ways of producing webpages blogs email and other kinds of output meant to be read online

SharePoint 2013 User's Guide Anthony Smith, Tony Smith, 2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions

Fedora 13 User Guide Fedora Documentation Project, 2010-07 The official Fedora 13 User Guide is focused on the end user looking to accomplish standard desktop computer user tasks such as browsing the web reading and sending email and doing office productivity work

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

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Word 2013 Bible Lisa A. Bucki, 2013-04-08 Top to bottom coverage of the top selling Microsoft Office application If you want to use Microsoft Word to create more than just simple documents start with this ultimate Word guide Packed with the in depth content that is the hallmark of all Wiley Bibles this book covers it all You ll first find out what s new in Word 2013 on the features level formatting styles tables and more before you dive into the big stuff that can help you become more efficient From document design to creating master documents to applying security to collaborating in the Cloud you ll learn not just how to do tasks but the best ways to do them and why Details everything you need to know to get the most out of Word 2013 Walks you through new or refreshed basics such as formatting styles charts and tables Shows you how to use data sources create envelopes and labels and make forms Takes your Word skills up a notch with coverage of keyboard customization security collaborating on the Cloud comparing documents and much more Start creating documents at a new level and wow your colleagues with Word 2013 Bible

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