

Word 2013 Training Manual

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412 624-HELP[4357] *Microsoft Word 2013 Fundamentals Workshop*. Microsoft Word 2013 is a powerful word processing application. This is a hands-on workshop to help University faculty and staff become more proficient with Microsoft Word in creating and editing documents. Topics coveredinclude : Working with the Ribbon, Accessing available templates, Document formatting, Spell and Grammar checking, Inserting and formatting graphic images, Working with page layouts, Using track changes, creating ...

Microsoft Word 2013 Fundamentals Manual

Starting Microsoft Word To load Microsoft Word: 1. Click on the Start button in the bottom left corner of the screen 2. Choose All Programs then Microsoft Office 2013 followed by Word 2013 Tip: You'll probably be using Word quite frequently in the future, so it's worth putting it as an icon on the Desktop.

Microsoft Word 2013 A Beginners' Guide

The aim of this document is to teach you how to get the most out of Microsoft Word for everyday tasks. In particular, it shows you the best way to write something like an essay. It should bring undergraduates up to a level sufficient for their studies. This document assumes that you are familiar with the layout of Word 2013 and can use the

Microsoft Word 2013 An Intermediate Guide

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User manual Microsoft Word 2013 (6 pages)

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Training Manual - 40+ Free Templates & Examples in MS Word. Training manuals are typically used to serve as a guide in achieving goals for a performed task. Although the concept of manuals usually applies to beginners, they can also prove helpful for persons familiar with the performed task. It would allow uniformity in achieving the desired goals.

Training Manual - 40+ Free Templates & Examples in MS Word

If you're new to Microsoft Word, you'll need to learn thebasics of working with textso you can type, reorganize, and edit text. Basic tasks include the ability toadd, delete, and move text, as well as the ability to find and replacespecific words or phrases. Using the insertion point to add text

Office: Word for Beginners

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