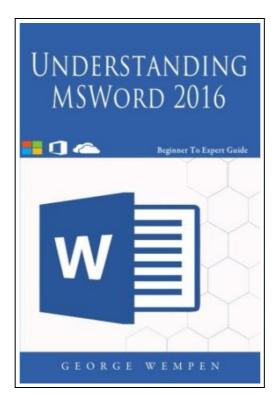
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Createspace Independent Publishing Platform, 2017. Paperback. Condition: New. Large Print. Language: English . Brand New Book ***** Print on Demand *****. Microsoft Word 2016 is a word processor that allows you to create a variety of office documents; these documents includes but not limited to resumes, letters, and more. In this book, we will illustrate how to navigate the Word 2016 interface and become familiar with some of its most important features, such as backstage view, Ribbon, and Quick Access Toolbar. The same concepts apply to other versions of Word such as but not limited to Word 2013, Word 2010 and Word 2007. This is a comprehensive tutorial on Word 2016 is for all categories of people including student, a business user or in a corporate environment. We will guide you in a couple hours from the basics word 2016 user to the advanced user. Tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Word-and beyond Walks you through Word s new features Demonstrates how to set up, format, and edit Word documents Exhaustive illustrations on Understanding the concept of OneDrive Working with text Page layout and printing Working with objects Changing text direction Collaboration and reviewing.

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