



Microsoft Word 2013: Beginning (B/W) (Paperback)

By Ez-Ref Courseware

Createspace, United States, 2013. Paperback. Condition: New. Language: English. Brand New Book ****** Print on Demand ******. Beginning Level (BW) Student reference manual designed for instructor-led computer training. Can also be used as a self-paced tutorial for learning the basic concepts of Microsoft Word 2013. To download the exercise files that accompany this title, please visit // For information regarding unlimited printing with the ability to customize our courseware, please visit our website: Topics Covered in Microsoft Word 2013 - Beginning (6-8 hours): Microsoft Word Basics (Screen, Menu) Shortcut Menus, Toolbars ToolTips Using Help Changing Views Full Screen Creating, Saving, Opening Files Spell Checker, AutoCorrect Previewing Printing Files Basic Editing, Deleting, Undeleting, Redoing Click Type Formatting Text (Fonts, Point Size, Color) Using the Format Painter Adjusting Margins/Line Spacing/Alignment Reveal Formatting Setting Tabs, Changing Case, Page Breaks Indenting, Centering, Right-Aligning Text Moving Copying Text (Drag Drop) Using the Office Clipboard The Thesaurus Grammar Checker Creating Bookmarks Printing Envelopes Mailing Labels Using and Creating Templates Applying Themes.



Reviews

Complete guideline! Its this type of great read through. it absolutely was writtern quite perfectly and helpful. I am very happy to explain how this is basically the best book i actually have read through during my personal life and can be he very best book for at any time.

-- Joshua Gerhold PhD

A very awesome book with perfect and lucid reasons. It really is basic but shocks within the 50 percent of the book. Its been designed in an exceptionally easy way and is particularly merely right after i finished reading this ebook where in fact changed me, change the way i think.

-- Meagan Roob