



Microsoft Word Made Easy (New edition)

By Rob Hawkins

Flame Tree Publishing. Paperback. Book Condition: new. BRAND NEW, Microsoft Word Made Easy (New edition), Rob Hawkins, Microsoft Word is an incredible application, feature-rich and easy to use if you know how. It can help with the simplest of jobs, from letters and essays to more complex documents using calculations or images, such as expenses claims and posters. You can even create a web page and make PDFs. Everyone, at home or in almost any job, needs to know how to use this fundamental modern tool, so this timely new book provides information on all the basic capabilities and gives guidance on some of the more advanced techniques. Covering key versions of the software, it features step-by-step guides and clear, accessible text, accompanied by helpful screenshots.



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