



Essential Word 2016 (Paperback)

By Kevin Wilson

Elluminet Press, United Kingdom, 2016. Paperback. Condition: New. Language: English . Brand New Book. Whether you re upgrading from a previous version or using it for the first time, this book will guide you through Microsoft Word 2016 one step at a time, to help you understand the software more quickly and easily! Great for beginners, a computing class, or as an update. Step-by-step, visual approach to help you quickly master Microsoft Office Plenty of full color, illustrated screenshots and photographs to help you Presented in an easy and simple to read format, written in jargon free English Learn how to use and navigate Word 2016, the latest update to Microsoft s Word Processing Suite. With full color screen prints, photographs and illustrations, this guide explores. Starting Word, ribbon menus and the BackStage Formatting text, bold, italic, alignment, text colour, copy, paste and highlighting Headers, footers, columns, watermarks, and cover pages Page numbers, contents pages and indexes Working with documents, saving, printing, sharing and collaborating Working with SmartArt, charts, and tables Adding images, cropping, wrapping text and effects Using templates, building your own and using custom templates Mail merging letters and envelopes Getting started with office tools and add-ons Check...



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Reviews

Extensive guideline! Its this kind of very good study. It really is full of knowledge and wisdom I discovered this book from my i and dad encouraged this publication to understand.

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-- **Prof. Isobel Heller MD**