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Word 2013 Training Manual

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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 covered include : 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 and formatting tables, and Printing a document.

Information Technology | University of Pittsburgh

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

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the category Office Software and has been rated by 1 people with an average of a 8.6. This manual is available in the following languages: English.

User manual Microsoft Word 2013 (6 pages)

Word 2013 uses a . tabbed Ribbon system. instead of traditional menus. The . Ribbon. contains . multiple tabs, each with several . groups of commands. You will use these tabs to perform the most . common tasks. in Word. • Home . tab gives you access to some of the most commonly used commands for working with Word 2013, including . copying and ...

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The smart way to learn Microsoft Word 2013

WORD 2013 ADVANCED Page 5 Tutor Setup Information Copy the sample files folder called Word 2013 Advanced to the My Documents folder. At the end of the course, remove all files modified or created during the course, prior to re-running the course. At the end of the course, reset all program and operating system defaults that may

SAMPLE - Amazon S3

2 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.To do this, repeat the above

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steps, but at the last step, right click (i.e. press the right

Microsoft Word 2013 A Beginners' Guide

4.0.1 Introduction to Microsoft Word Student Manual Introduction to Microsoft Word is a two (2) to four (4) hour course designed to familiarize you with the terminology, screen components and the most commonly used functions offered by Microsoft Word. Emphasis will be placed on proper document formatting techniques and file naming and file ...

4.0.1 Introduction to Microsoft Word Student Manual

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really has been the leading word
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Introduction to Using Word 2013

Word 2013 Advanced 4 INTRODUCTION

The Advanced Word course enables proficient users of Microsoft Word to gain a more detailed understanding of Word's capabilities, and learn how to utilize these tools effectively for the creation of unique, professional projects. In this advanced course we will also navigate from

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