

Microsoft Word For Dummies 2013



Microsoft Word For Dummies 2013

From Word 2013 For Dummies. By Dan Gookin . Word is one of the most used computer programs on the planet. Helping you to compose text is one of the things that computers do well, but that doesn't make the text-writing chore easier or imply that using Word is simple enough that you don't need help.

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Microsoft Office 2013 Ribbon Tabs. Microsoft Office 2013 displays commands in a series of icons stored on different tabs. This combination of icons and tabs is known as the Ribbon interface, which appears in Word, PowerPoint, Excel, Outlook, and Access. The following tables show the commands grouped under each ribbon tab for each of the five ...

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

Microsoft Word 2013 A Beginners' Guide

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Office: Word for Beginners Word 2013 has a variety of viewing options that change how your document is displayed. You can choose to ... If you're new to Microsoft Word, you'll need to learn the basics of working with text so you can type, reorganize, and edit text.

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