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Office 2013 Quick Start Guides -

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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

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Desktop.

Microsoft Word 2013 A Beginners' Guide

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document; or, press Ctrl + N. Open a Document: Click the File tab and select Open, or press Ctrl + O. Select a location with a file you want, then select a file and click Open.

Microsoft Word 2013 Quick Reference - CustomGuide

The default setting for a Normalstyle

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paragraph in Word 2013 has the line spacing slightly greater than single (1.08), with extra space separating one paragraph from the next (8pt after). This saves you having to press <Enter> twice at the end of each paragraph. To change the spacing: 4.

Microsoft Word 2013 An

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Intermediate Guide

Microsoft word 2013 is a powerful application which allows you to make impressive documents using its various features which are thoroughly explained in the course, giving you a very clear understanding of its use and implementations. Some of the features covered in the course are: Applying style

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; Creating tables in word; Creating Hyperlinks

A complete guide to Microsoft Word 2013 | Udemy

To start Word 2013, click on the Startbutton, select All Programs, select Microsoft Office, and then select Microsoft Word 2013from the menu

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options. A Microsoft Word Icon may also be available on your desktop for quick access. Double click on the icon to start the application.

Microsoft Word 2013 Fundamentals Manual

Microsoft Word 2013's Ribbon presents tabs that you can click to reveal groups

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of helpful icons. These icons represent command buttons, input boxes, and menus. Word 2013 Keyboard Command Roundup Whether you use a phone's virtual keyboard or the real thing on your computer, word processing remains a keyboard-bound activity.

Word 2013 For Dummies Cheat

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Sheet - dummies

Office 2013 include applications such as Word, Excel, PowerPoint, and Outlook.

They're available as a one-time purchase for use on a single PC.

Microsoft 365 plans include premium versions of these applications plus other services that are enabled over the Internet, including online storage with

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A core-level candidate for the Microsoft Word 2013 exam should have a fundamental understanding of the Word environment and the ability to complete

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tasks independently. They should know and demonstrate the correct application of the principal features of Word 2013.

Exam 77-418: Word 2013 - Learn | Microsoft Docs

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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)

For those looking for a detailed instructional book on Microsoft Word

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2013, this is a well organized and put together resource. Each chapter has a very specific focus, and discusses a number of Word features in depth. Once the feature is explained, you use supplied practice files to actually put these skills to use.

Microsoft Word 2013 Step By Step:

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Joan Lambert, Joyce Cox ...

File: Microsoft Outlook 2013 Workshop
Page 7 of 49 04/01/15 . 1. Click the on File tab, and then select the Options icon. 2. The Outlook Options window will appear. 3. Click on the Mail option, and then select Advanced. III. Format Email . Outlook provides the ability to setup and change format for your messages, , and

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stationery ...

Microsoft Outlook 2013 Fundamentals Manual

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,

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PowerPoint, Excel, Outlook, and Access. The following tables show the commands grouped under each ribbon tab for each of the five programs. About the Book Author

Microsoft Office 2013 For Dummies Cheat Sheet - dummies

Find training, tutorials, templates, quick

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starts, and cheat sheets for Microsoft 365, including Excel, Outlook, Word, SharePoint, Teams, OneDrive, OneNote and more!

Microsoft 365 Training

Microsoft Editor goes beyond checking spelling and grammar so you can write with confidence. Get intelligent

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suggestions in the Editor Overview pane in Word and let Editor assist you across documents, email, and on the web.

Microsoft Word - Word Processing Software | Office

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use styles and other features

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useful for long documents in Microsoft Office Word 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered:

Microsoft Word 2013 Advanced Quick Reference: Styles ...

MOS 2013 Study Guide for Microsoft

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Word Expert is designed for experienced computer users seeking Microsoft Office Specialist Expert certification in Word 2013. This certification requires that the candidate pass two exams. This book covers the objectives of both exams. MOS exams for individual programs are practical rather than theoretical.

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