



Microsoft Word 2013 Expert (Paperback)

By Michelle N Halsey

Silver City Publications Training, L.L.C., United States, 2017. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****. Learn how to use the advanced features of Microsoft Word(R) 2013 and learn in-depth features of Microsoft Word(R) 2013. Microsoft Word(R) 2013 now has the ability to edit PDF files without the need to convert. With Word 2013 you are also provided a new landing screen, which makes launching, and creating documents easier than ever. A new set of templates and design tools are included with Word 2013. Users are also given an improved interface with an array of powerful tools to help you share your documents through Skydrive! Topics Covered Include: - Customize Word - Create reusable content - Develop and use templates - Use sections - Use cross References - Create mail merges - Use master documents and subdocuments - Record and use macros - Develop forms.

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