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Word Made Easy (Hardback)

By Ewan Arthur

Arcturus Publishing, United States, 2016. Hardback. Book Condition: New. 257 x 221 mm. Language: English . Brand New Book. This guide to Microsoft's 2013 edition of Word is comprehensive and user-friendly. Clear step-by-step instructions together with screen grabs explain the main features. These are followed by useful practice sessions. Exciting new features that users will want to master include: editable pdfs, presentation of documents online, multi-media inserts, collapsible documents, video in documents and live layout for aligning elements. The 2013 edition of Word combines collaborative features allowing greater sharing of information with an expanded multi-device capability. Whether you are at home or on the move this guide will teach you how to stay in touch. Fool-proof instructions for users of all ages. Step by step instructions accompanied by useful practice projects. Attractive design and convenient package.



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