Word 2013: Enhancing Documents

By Luther M Maddy III

Createspace, United States, 2014. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.Designed to increase the productivity of MS Word users, Word 2013: Enhancing Documents continues where The Basics ends. This course will give you a firm grasp of enhancing your documents. Productivity in Automation workbooks are designed to help you learn by doing. After completing the lessons you can continue to use this book as a reference. In this course you will learn: Working with Section Breaks and Columns Adding and working with Images, Clipart and Shapes Creating and Using Styles Enhancing Labels Creating and Using Hyperlinks Using pre-defined templates Using Smart Art.

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