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There hasn't been an official printed manual for Word for many years, but the Quick Start guide Desiree pointed you to will get you started. Other Microsoft (and third-party) articles cover many other specific Word features, both in Word 2016 and in other versions.

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Table of Contents - Intermediate Users Guide to Microsoft ...

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MS Word 2013 Manual Joan S. Weeks Computer Labs Manager Madeline J. Davis Computer Labs

Assistant January 2014 . Table of Contents Topic 1 Opening MS Word 2013.....1 Topic 2 Exploring the MS Word Ribbon Home tab ... The references ribbon gives users the ability to create a Table of Contents and/or footnotes and ...

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A Beginner's Guide to Microsoft Office. A Beginner's Guide to Microsoft Office. Microsoft Word is a word processing program that was first made public by Microsoft in the early 1980s. It allows users to type and manipulate text in a graphic environment that resembles a page of paper.

A Beginner's Guide to Microsoft Office - investintech.com

These notes are designed to cover the essential features of Microsoft Word. It covers everything which all users should know, whether they are complete beginners or are already reasonably familiar with Word. Once you have made sure you know the fundamentals, take a look at the intermediate level guide, Microsoft Word - An Intermediate Guide.

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Office Quick Starts - Office Support

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