



Teach Yourself VISUALLY Word 2013

By Elaine Marmel

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Teach Yourself VISUALLY Word 2013 By Elaine Marmel

Get up to speed on the newest version of Word with visual instruction

Microsoft Word is the standard for word processing programs, and the newest version offers additional functionality you'll want to use. Get up to speed quickly and easily with the step-by-step instructions and full-color screen shots in this popular guide! You'll see how to perform dozens of tasks, including how to set up and format documents and text; work with diagrams, charts, and pictures; use Mail Merge; post documents online; and much more. Easy-to-follow, two-page lessons make learning a snap.

- Full-color, step-by-step instructions show you how to perform all the essential tasks of Microsoft Word 2013
- Explains how to set up and format documents, edit them, add images and charts, post documents online for sharing and reviewing, and take advantage of all the newest features of Word
- Previous editions have sold more than 220,000 copies
- The Visual learning system makes it easy to learn more while reading less

Teach Yourself VISUALLY Word 2013 helps you master the most popular word processing program quickly, easily, and visually.

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Editorial Review

From the Back Cover

Are you a visual learner? Do you prefer instructions that show you how to do something — and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 160 Word 2013 tasks. Each task-based spread covers a single technique, sure to help you get up and running on Word 2013 in no time.

You'll learn to:

- Start, save, and reopen documents
- Use Word on a tablet PC
- Format text, paragraphs, and pages
- Add tables, graphics, and pictures
- Save documents to the cloud

Designed for visual learners

- Two-page lessons break big topics into bite-sized modules
- Succinct explanations walk you through step by step
- Full-color screen shots demonstrate each task
- Helpful sidebars offer practical tips and tricks

Users Review

From reader reviews:

James Fletcher:

The book Teach Yourself VISUALLY Word 2013 can give more knowledge and information about everything you want. Exactly why must we leave the great thing like a book Teach Yourself VISUALLY Word 2013? A number of you have a different opinion about e-book. But one aim that book can give many data for us. It is absolutely suitable. Right now, try to closer with the book. Knowledge or info that you take for that, it is possible to give for each other; you could share all of these. Book Teach Yourself VISUALLY Word 2013 has simple shape nevertheless, you know: it has great and big function for you. You can look the enormous world by open and read a e-book. So it is very wonderful.

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Mary Kenney:

Spent a free time for you to be fun activity to accomplish! A lot of people spent their free time with their family, or their very own friends. Usually they undertaking activity like watching television, going to beach, or picnic inside park. They actually doing ditto every week. Do you feel it? Will you something different to fill your personal free time/ holiday? Might be reading a book can be option to fill your no cost time/ holiday. The first thing that you will ask may be what kinds of publication that you should read. If you want to try look for book, may be the reserve untitled Teach Yourself VISUALLY Word 2013 can be very good book to read. May be it may be best activity to you.

Carol Ramirez:

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