

Microsoft Word Made Easy

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Microsoft Word Made Easy

Microsoft Word is an incredible application, feature-rich and easy to use if you know how. It can help with the simplest of jobs, from letters and essays to more complex documents using calculations or images, such as expenses claims and posters. You can even create a web page and make PDFs.

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Overview. Microsoft Word is an incredible application, feature-rich and easy to use if you know how. It can help with the simplest of jobs, from letters and essays to more complex documents using calculations or images, such as expenses claims and posters. You can even create a web page and make PDFs. Everyone, at home or in almost any job, needs to know how to use this fundamental modern tool, so this timely new book provides information on all the basic capabilities and gives guidance on ...

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Microsoft Word is the most widely used application by students and employees alike, because it is easy to use. Research shows that Microsoft Office is the only software package called out within the top 20 skills needed across all occupations. Microsoft Office is No. 3 on the list of skills most required, and Microsoft PowerPoint and Word are No. 11 and No. 13 most required skills.

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Microsoft launches transcription feature for Word on the ...

All saves on a Google Doc are not only automatically uploaded to the cloud, but a separate file is created each time a change is made. Microsoft does allow users to sync, edit, and open Word ...