

Microsoft Word Intermediate Training Manual

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The aim of this document is to teach you how to get the most out of Microsoft Word for everyday tasks. In particular, it shows you the best way to write something like an essay. It should bring undergraduates up to a level sufficient for their studies. This document assumes that you are familiar with the layout of Word 2013 and can use the

Microsoft Word 2013 An Intermediate Guide

Microsoft Word Intermediate Training Manual has been designed to provide examples of how to create and control Word documents. All examples demonstrated in the book have been produced as "Step by Step" visual examples, with each example explained using easy to follow skill descriptions.

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It is set out in an easy to follow format and in a Word document so that it can be easily edited if necessary to accommodate version changes. I have used this as a basis for group training for a wide range of audiences and they have really appreciated the productivity skills contained within the training manual.

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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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