

## 2013 Microsoft Word User Manual

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### 2013 Microsoft Word User Manual

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Microsoft Word 2013 is a powerful word processing application. This is a hands-on workshop to help University faculty and staff become more proficient with Microsoft Word in creating and editing documents. Topics coveredinclude : Working with the Ribbon, Accessing available templates, Document formatting, Spell and Grammar

#### Microsoft Word 2013 Fundamentals Manual

2 Starting Microsoft Word To load Microsoft Word: 1. Click on the Start button in the bottom left corner of the screen 2. Choose All Programs then Microsoft Office 2013 followed by Word 2013 Tip: You'll probably be using Word quite frequently in the future, so it's worth putting it as an icon on the Desktop.To do this, repeat the above steps, but at the last step, right click (i.e. press the right

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This document assumes that you are familiar with the layout of Word 2013 and can use the Ribbon and its buttons, which are covered in the document Microsoft Word: An Essential Guide. It also assumes you know about saving and printing your work. Starting up Microsoft Word To start Microsoft Word: 1.

#### Microsoft Word 2013 An Intermediate Guide

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4.0.1 Introduction to Microsoft Word Student Manual Introduction to Microsoft Word is a two (2) to four (4) hour course designed to familiarize you with the terminology, screen components and the most commonly used functions offered by Microsoft Word. Emphasis will be placed on proper document formatting techniques and file naming and file ...