



## Word Beyond the Basics 2018 (Paperback)

By P. M. Heathcote

PG Online Limited, United Kingdom, 2018. Paperback. Condition: New. Language: N/A. Brand New Book. MS Word is one of the most useful applications for anyone who uses a computer in their studies, at work or at home. However, a great many people have never been taught the best or most efficient way of performing simple tasks like creating a neat list in columns, placing images exactly where they want them or quickly changing text styles throughout a document. Additionally, many users struggle to adapt to newer versions of Word, and need help learning the best ways of doing familiar tasks or using new facilities introduced in Word 2013 and subsequent versions. This book assumes that you know the basics of how to create and edit a simple document, and shows you how to do much, much more. The mysteries of the tabs and ribbon interface used in Word 2013 and Word 2016 are laid bare and you will soon find you can do all you wanted and more in a fraction of the time it took before. It really is all very simple once it's explained! Find out why you never again need to press the space bar two...

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