



## Word 2013 in Easy Steps

By Scott Basham

In Easy Steps Limited, United Kingdom, 2013. Paperback. Book Condition: New. 224 x 184 mm. Language: English . Brand New Book. Word 2013 in easy steps shows you how to quickly get to grips with the new features of Microsoft s latest version of this popular word processing application. Word has been brought up-to-date with a new, sleeker look. There are new templates and design tools and new ways to share and work with others. Word 2013 is much more functional on tablets and other touch screen devices and file sharing and cloud storage gives you consistent access to information from virtually any device. In the clear and concise In Easy Steps style, it covers all that you need to know to get more from your new word processor. This includes features covering; viewing and editing text on Tablet PCs, using Word directly on the web, adding photos and videos to jazz up your documents and collaborating with others to work on a document. Word 2013 in easy steps uses detailed images and easy-to-follow instructions to get you up to speed with Word, whether you are just upgrading from a previous version or are a new user. Packed with invaluable...



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