
Word 2013 In Easy Steps

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Microsoft Word 2013 A Beginners' Guide

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 DesktopTo do this, repeat the above steps...

The smart way to learn Microsoft Word 2013

Word 2013 Joan Lambert and Joyce Cox Build exactly the skills you need Learn at the pace you want Practice files plus ebook ® The smart way to learn Microsoft Word 2013 —one step at a time! Experience learning made easy—and quickly teach yourself how to create great-looking documents with Microsoft Word 2013

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Office: Word for Beginners

Word 2013 uses a tabbed Ribbon system instead of traditional menus The Ribbon contains multiple tabs, each with several groups of commands You will use these tabs to perform the most common tasks in Word • Home tab gives you access to some of the most commonly used commands for

working with Word 2013...

Microsoft® Word 2013 QuickSteps

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Microsoft Word 2013: Bullet, Number & Multilevel Lists ...

Word inserts the first number and moves the insertion point a quarter inch to the right, where you can begin typing text 3 Type the desired text If the text wraps, Word maintains the quarter-inch indent 4 Press Enter Another number appears Repeat steps ...

Centers for Medicare & Medicaid Services

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Step by step word processing exercises - ACCA Global

4 Follow the steps above to insert the 'Detection Risk' Heading 5 To insert a numbered list as required by correction 3, place your cursor after the semi-colon in paragraph one - directly preceding 'the risk of ...

Instructions for Formatting APA Style Papers in Microsoft ...

covers the procedures for formatting an APA Citation Style paper in Microsoft Word for Apple Products If Microsoft Word appears on the desktop: The program may already appear on the dock (the bottom bar of the desktop where frequently used programs appear) Double-click the blue letter "W" icon to open Word