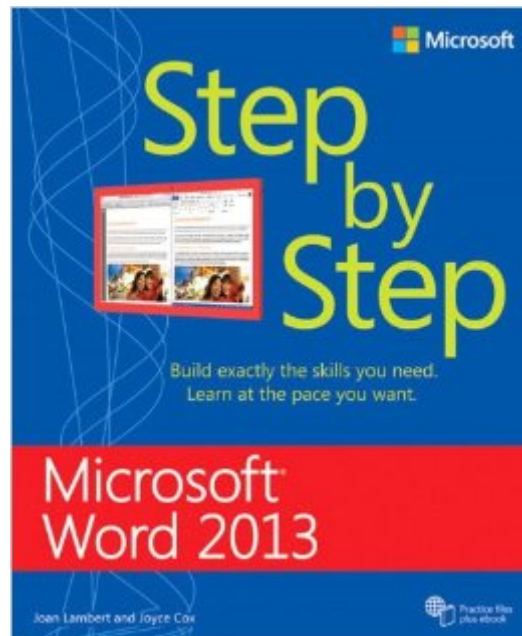


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# Microsoft Word 2013 Step By Step



## Synopsis

Experience learning made easyâ” and quickly teach yourself how to format, publish, and share your content using Word 2013. With Step by Step, you set the paceâ” building and practicing the skills you need, just when you need them! Includes downloadable practice files and a companion eBook.

Work with Word on your PC or touch-enabled device Master the core tools for designing and editing documents Manage page layout, style, and navigation Use tables and charts to organize information Insert pictures, graphics, and video Use collaboration and review features

## Book Information

Series: Step by Step

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Average Customer Review: 3.9 out of 5 starsÂ” See all reviewsÂ” (42 customer reviews)

Best Sellers Rank: #306,449 in Books (See Top 100 in Books) #73 inÂ” Books > Computers & Technology > Software > Microsoft > Microsoft Word #90 inÂ” Books > Computers & Technology > Software > Word Processing #147 inÂ” Books > Computers & Technology > Software > Suites

## Customer Reviews

For those looking for a detailed instructional book on Microsoft Word 2013, this is a well organized and put together resource. Each chapter has a very specific focus, and discusses a number of Word features in depth. Once the feature is explained, you use supplied practice files to actually put these skills to use. For people like myself who learn from doing more than anything else, doing these simple exercises and walking through the steps with practice files is a very fast way to pick up the basics. This book is not for those who are experienced or advanced users of Word, as there are a number of bigger and better reference-style books available for Word. But for those who need a foundation of the features and using them, this is a great start to get comfortable with the various features Word 2013 provides.

Easy to find answers to problems and questions. A quick scan of the book, reading just the

headlines, provides a good summary of how the program works and how to get the most out of it. As I've used the program, I'm impressed by how quickly I can find answers to questions. It's a good program and a very good book to go along with it.

At work we were upgraded from Word 2003 to 2013 bit of a jump. I bought this book to help me ease through the transition. I have found that it certainly has helped me, I started reading it when I found out that we were making the switch.

Book is great for beginners, but does not cover the real meat that is needed by advance users. I was look for more tricks and trouble shooting ideas.

I have no doubt that the term Step by Step works for the initiated users of Word 2010, but for earlier users like me there are many steps missing before Step 1 in the book can be reached. 2013 Word for Dummies provides those steps.

I bought this Book because I was new to Microsoft 2013. I wanted to download the practice files so that I could learn step by step but to my dismay when I tried to download the files, I was told that they were not available in New Zealand. So it was a waste of time buying that Book

I haven't been able to use my Step-by-Step book yet because I can't download the practice files. When I use the website set forth in the book it is no longer there. It has been removed and I can't find a phone number for Microsoft Press nor any manner to conact Joan Lambert to find out where I can get these now. As it is, I can't even start to study the book. I hope Joan answers this and I would appreciate a direct answer to j.adamak@yahoo.com as it will be faster for me. Joan Adamak

I liked this book because I am a slow learner and all was explained very clearly and the practice files were very helpful

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