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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

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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.

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The aim of this document is to teach you how to get the most out of Microsoft Word for everyday tasks. In particular, it shows you the best way to write something like an essay. It should bring undergraduates up to a level sufficient for their studies. This document assumes that you are familiar with the layout of Word 2013 and can use the

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If you're new to Microsoft Word, you'll need to learn the basics of working with text so you can type, reorganize, and edit text. Basic tasks include the ability to add, delete, and move text, as well as the ability to find and replace specific words or phrases. Using the insertion point to add text

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This manual will help you learn many Microsoft Outlook features such as email options, inbox, contacts, calendar, and tasks. Topics include window options, email formatting, keeping email organized, entering contact information, scheduling individual appointments and group meetings, and tracking personal and group tasks.

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Teaches how to use the newest incarnation of the word processing program, including creating documents, managing page layout, organizing tables, adding pictures, and styling templates.

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Presents a guide to Office Professional 2013, describing such tasks as creating documents, spreadsheets, and slide presentations; managing email; and organizing notes, covering the Microsoft programs Word, Excel, Access, OneNote, Publisher, Outlook, and PowerPoint.

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