



Word Made Easy (Hardback)

By Ewan Arthur

Arcturus Publishing, United States, 2016. Hardback. Book Condition: New. 257 x 221 mm. Language: English . Brand New Book. This guide to Microsoft's 2013 edition of Word is comprehensive and user-friendly. Clear step-by-step instructions together with screen grabs explain the main features. These are followed by useful practice sessions. Exciting new features that users will want to master include: editable pdfs, presentation of documents online, multi-media inserts, collapsible documents, video in documents and live layout for aligning elements. The 2013 edition of Word combines collaborative features allowing greater sharing of information with an expanded multi-device capability. Whether you are at home or on the move this guide will teach you how to stay in touch. Fool-proof instructions for users of all ages. Step by step instructions accompanied by useful practice projects. Attractive design and convenient package.



READ ONLINE
[2.03 MB]

Reviews

This is the greatest pdf i actually have go through right up until now. It is actually packed with knowledge and wisdom I found out this book from my dad and i advised this publication to find out.

-- **Arely Rath**

I actually started reading this pdf. It can be rally exciting throug reading period of time. Your lifestyle span is going to be enhance as soon as you total reading this ebook.

-- **Nya Bechtelar**