



Word 2013 and 2010 for Seniors: Learn Step by Step How to Work with Microsoft Word

By Studio Visual Steps

Visual Steps B.V. Paperback. Book Condition: new. BRAND NEW, Word 2013 and 2010 for Seniors: Learn Step by Step How to Work with Microsoft Word, Studio Visual Steps, Microsoft Word is a popular and user-friendly word processing program. This book teaches you the basics of working with documents, from creating and editing documents to formatting text and working with styles and themes. You will also learn some of the more advanced features such as working with an index and merging documents. This fully illustrated book features step-by-step instructions that will let you learn Word at your own pace. This is a practical book for the office, school or home! Please note: In order to work with this book, you need to own Word 2013 or Word 2010 and have it already installed on your computer or have a subscription to Office 365, the online version. Suitable for: Microsoft Word 2013 and Word 2010 Windows 8.1, 7 and Vista.



Reviews

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