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Microsoft Word 2016 Step by Step is designed for use as a learning and reference resource by home and business users of Microsoft Office programs who want to use Word to create and edit documents. The content of the book is designed to be useful for people who have previously used earlier versions of Word and for people who are

Microsoft Word 2016 Step by Step - pearsoncmg.com

GCF Global is a database of teaching resources created by Goodwill Industries. Their Microsoft Office curriculum includes Word, Excel, PowerPoint, and Access lessons for Office 2010, 2013, 2016, and 2019 editions. Specifically for Word, you'll find

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35 lessons that range from the basics of opening a document to advanced features like mail merge.

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Word has always worked best as part of the largest Microsoft Office ecosystem, but Word 2016 brings this to a whole new level. Integration with the various components of the Office suite are tighter than everything before, and a major shift towards cloud based sharing has changed the way that professionals can use Word in some pretty major ways.

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Microsoft Office Specialist 2016 (MOS) Certification Training

Microsoft's Office 2008 is packed with new tools that will help

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users work smarter and more efficiently, such as the new Elements Gallery, Word's publication-layout tools, Excel's ledger sheets (templates for common financial tasks), Entourage's improved Exchange Server support, and ...

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