

# Microsoft Office 2016

Step

by

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Джоан Ламбърт и Къртис Фрай



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**Curtis Frye**



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**Microsoft Word 2016 Made Easy** Harold Lloyd Fisher, Jr.,2016-02-05 Although this book is strategically designed for any individual who desires to have a basic understanding of Microsoft Word 2016 it can also benefit those who want to build on their prior knowledge The overall goal of this book is to develop the knowledge and skills that can be used at home and in the workplace Although this is not an exhaustive book it covers most of the commands found in Microsoft Word 2016 Keep in mind that as you read this book there are always multiple ways of completing a task in Microsoft Word You will learn various techniques of modifying the appearance of a document formatting text working with styles inserting pictures creating tables preparing recipient list for mail merge tracking changes and much more At the end of each chapter there are

little known computer facts applying knowledge and skills and assessments along with the answers to each assessment question Ultimately at the completion of this book you will be able to confidently apply what you have learned from this book at home or on the job Video tutorials are available at [udemy.com](https://www.udemy.com) This book is also available in digital format at [www.redshelf.com](http://www.redshelf.com)



## The Enigmatic Realm of **Microsoft Office 2016 Step By Step**: Unleashing the Language is Inner Magic

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