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Microsoft Word Intermediate Training
Manual

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

Microsoft Word 2013 An Intermediate Guide

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demonstrated in the book have been produced as “ Step by Step ” visual examples, with each example explained using easy to follow skill descriptions.

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