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# Microsoft Word Made Easy

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**4.0.1 Introduction to Microsoft Word Student Manual**

Introduction to Microsoft Word is a two (2) to four (4) hour course designed to familiarize you with the terminology, screen components and the most commonly used functions offered by Microsoft Word Emphasis will be placed on proper document formatting techniques and file naming and file management conventions Learning Goals: • Identify the

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How to create an algorithm in Word Algorithms should step the reader through a series of questions or decision points, leading logically to a diagnostic or treatment plan Here are some simple

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### **Microsoft Word 2013 Fundamentals Manual**

Mar 19, 2015 · Microsoft Word 2013 is a powerful word processing application This is a hands-on workshop to help University faculty and staff become more proficient with Microsoft Word in creating and editing documents Topics covered include : Working with the Ribbon, Accessing available templates, Document formatting, Spell and Grammar