



# Microsoft Word 2013 Plain & Simple

*Jay Freedman*

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## **Microsoft Word 2013 Plain & Simple** Jay Freedman

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Here's **WHAT** you'll learn:

- Create, edit, format, and share text
- Add graphics, data, table, and charts
- Improve page layout to best present your ideas
- Use and make templates for increased productivity
- Collaborate and present documents online
- Access your documents from almost any browser

Here's **HOW** you'll learn it:

- Jump in wherever you need answers
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