

Get started creating Word documents that wow! Heres exactly what you need to know to get going with Word 2013. From firing up Word, using the spell checker, and engaging AutoCorrect to formatting and publishing documents and saving your stuff, youll get the first and last word on Word 2013 with this fun and easy pocket guide. Open the book and find: How to use a regular or touchscreen keyboard Tips for selecting and moving text Help formatting and editing text Ways to save, share, and publish your work The ten commandments of Word

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