

1. Record Nr.	UNINA9910825319103321
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Titolo	Microsoft Word 2013 bible [[electronic resource] /] / Lisa A. Bucki
Pubbl/distr/stampa	Indianapolis, Ind., : John Wiley & Sons, Inc., 2013
ISBN	1-299-38520-6 1-118-65771-3
Edizione	[4th ed.]
Descrizione fisica	1 online resource (xlv, 1010 pages ) : illustrations (black and white)
Disciplina	005.52
Soggetti	Word processing
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	pt. I. Welcome to a new Word -- pt. II. Working with document style and content -- pt. III. Improving document content and consistency -- pt. IV. Illustrating your story with graphics -- pt. V. Improving document setup and look -- pt. VI. Enhancing documents with reference features -- pt. VII. Making documents work for you -- pt. VIII. Publishing, collaboration, and the cloud -- pt. IX. Power and customization.
Sommario/riassunto	This text features top-to-bottom coverage of the top-selling Microsoft Office application. From document design to creating master documents to applying security to collaborating in the Cloud, you'll learn not just how to do tasks, but the best ways to do them, and why.