

Microsoft Word Basics: Everyday Guides Made Easy

Microsoft Word Basics offers **expert advice** with clear **step-by-steps**, to help you master the essentials, from letterheads to working across platforms.

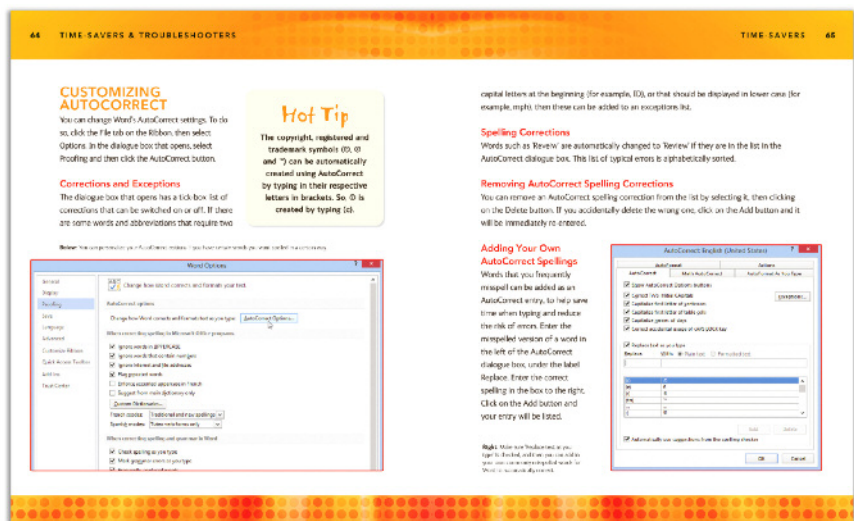
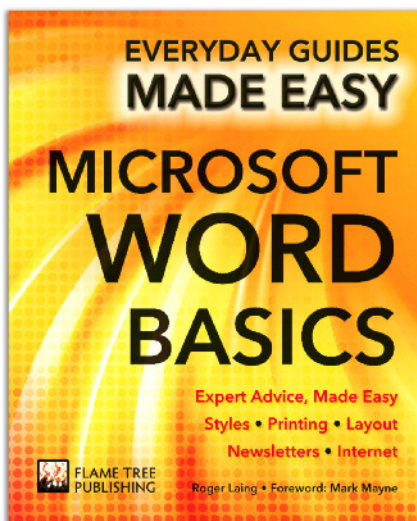
Search terms: expert advice made easy, help with microsoft word, everyday guides

Microsoft Word remains the tried and tested industry-standard word processor. It is the most **feature-rich and versatile** program for creating anything from university essays and manuscripts to business reports and newsletters.

Microsoft Word Basics distils the key information you need to get off to a flying start, whether you are a **complete beginner** or in need of a **refresher course**. Beginning with the absolute basics, we then offer you handy time-savers and examples of what you can create in Word, from posters to letterheads. Later, learn how you can customize Word, protect your documents, edit images, print on envelopes and more. Also, discover how you can continue working on Word documents even if away from your home desktop computer, using Word for smartphones and tablets, and Word Online.

With clear text, **helpful screenshots, step-by-step examples**, and covering the latest version of Word, Microsoft Word Basics is an accessible guide for users on **PC or Mac**.

Product short link: www.flametr.com/MSWordBasics



Press contact: 0207 283 4705

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