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1. Home Menu: In Microsoft Word, the home menu contains various basic document writing and

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editing tools. Such as font, paragraph, styles, editing and clipboard. These are essential to know for every word user. It's because you can't do anything advanced or you can't create professional-looking documents if you don't have the knowledge of the home menu's sub-menu functions.

Top 10 Basic and Advanced Microsoft

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With Microsoft Word, you can do more than just word processing. Word provides advanced technology for image editing, sharing software, resources for cross-referencing and connecting, entry and data processing methods, authentication software and applications for

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automating document creation. Our Microsoft Office training equips candidates with Microsoft office skills and knowledge.

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Whether you use Word for work, study or leisure, these tutorials will help you transform that blank page into a professional looking document! Video

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tutorials are recorded for Microsoft 365 (previously known as Office 365), Word 2019, 2016 and 2013 for PC. If you haven't used Word before, try our Basic course.

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advanced techniques,
such as working with
tables of contents,
footnotes, and
endnotes, adding

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comments, tracking changes, comparing and combining documents, creating envelopes and labels, using Mail Merge, and protecting documents.

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Word processing software has become very sophisticated, so it is vital to have the skills that take

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advantage of the features available to produce well-structured and attractive documents efficiently. The Advanced Word Processing module covers the concepts and skills needed to produce complex documents.

Advanced Word Processing Functions MS Word Course

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Section 1: Advanced Page Numbering.

Microsoft Word's base page numbering options will accomplish what you need it to do 80% of the time.

However, what if you don't want to put a page number on your title page? What if you would like your introduction to be numbered using Roman numerals and the main portion of your document to have

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Advanced Formatting in Microsoft Word | Microsoft Word ...

Hi All, This tutorial is all about advanced part of Microsoft Word. If you want to enhance your learning curve with MS Word, then this tutorial is for you. Y...

9 little known Advanced Techniques of

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8 Microsoft Word features that will

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taught in Word 2010:
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the course students
will perform mail
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forms, and create
master documents that
include a table of
contents, a table of
figures, footnotes,
endnotes, an index,

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provided us. Microsoft Word is arguably the most used digital word processor, universally accepted by students, professionals and businesses alike. If you're migrating from another tool or if this is your first stint with the newer versions of Microsoft word features software, welcome.

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