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From basic navigation and how to input your text to formatting and printing, this guide covers everything you need to start using Word effectively. So what are you waiting for? Let's get started learning Word today.

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These notes are designed to cover the essential features of Microsoft Word. It covers everything which all users should know, whether they are complete beginners or are already reasonably familiar with Word. Once you have made sure you know the fundamentals, take a look at the intermediate level guide, Microsoft Word - An Intermediate Guide.

Microsoft Word 2013 A Beginners' Guide

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41 Basic English Words That Every Beginner Should Already Know

First, you want to actually greet a person. You can use the following words: Hola – Hello; Buenos días – Good morning: It depends on the culture of the country you're in, but, generally, you can say buenos días until around noon. Buenas tardes – Good afternoon: It's safe to use buenas tardes until the sun starts going down.

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Master the basics of Microsoft Word the quick way on this 1 day Word Essentials training course. It will show you the key features and capabilities of Word and get you using them as quickly as possible. It is a hands-on course. It includes lots of time for trying things out, experimenting with what you are being taught and asking questions.

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Word for Beginners: Course Outcomes On this Introduction to Word course for Beginners, you will learn the key tools and skills that will allow you to create professional Word documents, from getting to know the screen layout through to designing tables, utilising headers and footers and creating consistently stylish documents.

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