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Microsoft Word 2016: Beginners and Intermediate Training is our newest course on Udemy. It guides you through Microsoft Word and looks into the practical application of its numerous functionalities.
Basic Formatting Techniques in Microsoft Word. Creating Accessible Documents in Office 2010: Word Tips about Formatting from Allen Wyatt - Note, most tips have versions for Ribbon versions of Word (2007+) and pre-ribbon versions.: The Straight and Narrow: Using Columns - by Suzanne Barnhill, MVP and Dave Rado, MVP.: Deleting a Blank Page - by Suzanne Barnhill, MVP Word's Numbering Explained by John McGhie, MVP - comprehensive and not pretty (Downloadable pdf file in letter size) - Reading this is vital to anyone attempting to use automatic numbering or bullets in a law office setting or other places where the documents are likely to be reused or heavily edited.
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