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Microsoft Word Made Easy - REALLY! 10.6.20 AM, with Michael Wilson. \$40. 00. Register. Class has begun. Instructor Mike Wilson will break down the unknown Microsoft Word stuff and present them to you in a clear, sensible, and enjoyable way! Learn how to navigate basic functions in Word and go on to explore alignments, bullets, hard/soft returns, indents, and the sort feature.

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Microsoft Word Made Easy covers all versions of Word from 97 through to 2016 and the latest ones included with Office 2019 and Office 365. Ideal for anyone who is new to word processing, it also contains the essential ingredients for improving your skills and becoming an expert in anything from printing addresses onto envelopes or creating Christmas letters, to writing a 20,000-word dissertation with contents page and index.

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