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Hiding beneath Word 2016's unassuming exterior is a workshop

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of power tools that enable professionals to be even more productive. Go beyond basic word processing, and get the most out of Word by learning to work with graphics, create complexly-formatted documents, add automation features to templates, collaborate with others, and share documents. Take the guesswork out of Microsoft Word with this comprehensive guide packed with information to help you work smarter and faster.

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Microsoft Office 2016 | Productivity Apps

Word 2016 For Dummies Book Description: The bestselling beginner's guide to Microsoft Word. Written by the author of the first-ever For Dummies book, Dan Gookin, this new edition of Word 2016 For Dummies quickly and painlessly gets you up to speed on mastering the world's number-one word processing software.

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