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Microsoft Word. Although still basic taking you step by step. Want to see other streamed classes visit us at www.ppl.... Microsoft Word Intermediate - YouTube lesson as well as the rest of this book. Figure 1-1 Microsoft Word 2016 Opening screen. 2 Lesson 1 STARTING WORD 2016 Microsoft Word is a word processing tool for creating different types of documents that are used in work and school environments. The appearance of Microsoft Word 2016 is similar to Word 2010 Microsoft Official Academic Course MICROSOFT WORD 2016 Intermediate Word (Word Essentials Book 2) M.L. Humphrey. 4.3 out of 5 stars 11. Kindle Edition. \$5.99. Word for Beginners (Word Essentials Book 1) M.L. Humphrey. 3.9 out of 5

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