



Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools

Angela Rose

[Download now](#)

[Click here](#) if your download doesn't start automatically

Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools

Angela Rose

Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools Angela Rose

How good are your Microsoft Word skills? In 30 minutes, author Angela Rose will show you how to become a power user of Word 2016 for Windows and macOS. Even if you have used MS Word in the past, this guide will demonstrate tools and time-saving tips that will help you make a bigger impact when writing letters, reports, essays, resumes, manuscripts, and other documents. *Microsoft Word In 30 Minutes* also covers Word Online, Microsoft's free (but limited) online alternative.

Topics include:

- MS Word interface basics, from Backstage View to the Ribbon
- Office 365 subscriptions and OneDrive
- Display options for individual documents
- How to work with multiple windows in Microsoft Word
- Working with .docx, .doc, .txt, PDF, and other file formats in Word 2016 and Word Online
- Locating recovered files
- Printing documents, envelopes, and labels
- How to format text using the toolbar
- How to format Word documents using styles, themes, and style sets
- Creating Word documents with professional-quality templates
- How to create tables and charts in MS Word
- Adding images, video, and hyperlinks
- How to automatically create a table of contents in Word
- Adding footnotes, endnotes, citations, a bibliography, and an index
- Word spelling, tracking, and other reviewing tools
- Collaboration tools, from comments to live collaboration
- How to protect your Word document

There are lots of examples, screenshots, and offbeat anecdotes from the author. Whether you are new to MS Word, or want to familiarize yourself with the new features and interface of Word 2016 compared to older versions (Word 2013, Word 2010, Word 2007, Word 2003, etc.), *Microsoft Word In 30 Minutes* is a great guide.

About the author

Angela Rose is a writer and B2C marketing strategist based in Colorado. When she's not removing cats from her keyboard, you can find Angela searching for the perfect taco, running 5Ks, whipping up original pastry recipes, and hiking the Colorado Mountains with her photographer husband. Angela is also the author of *LinkedIn In 30 Minutes (2nd Edition)*.

About the series

i30 Media is the publisher of In 30 Minutes guides - quick guides for a complex world. Thousands of readers turn to the series to understand mildly complex topics, ranging from genealogy to software. The tone is friendly and easy to understand, with step-by-step instructions and lots of examples. Top-selling titles include *Google Drive & Docs In 30 Minutes*, *Twitter In 30 Minutes*, and *LinkedIn In 30 Minutes*. For more information about the series, visit in30minutes.com

Disclaimer

i30 Media Corporation and IN 30 MINUTES guides are not associated with other brand names, product names, or trademarks cited in this book, including Microsoft Office®, Office 365™, Word®, or OneDrive®. *Microsoft Word In 30 Minutes* is an independent publication and is not authorized, sponsored, or otherwise approved by Microsoft Corporation. *Microsoft Word In 30 Minutes* is not affiliated with Microsoft Word for Dummies or similar titles published by other firms.

 [Download Microsoft Word In 30 Minutes: How to make a bigger ...pdf](#)

 [Read Online Microsoft Word In 30 Minutes: How to make a bigg ...pdf](#)

Download and Read Free Online Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools Angela Rose

From reader reviews:

Sandy Gonsalves:

Reading a e-book can be one of a lot of exercise that everyone in the world adores. Do you like reading book therefore. There are a lot of reasons why people enjoyed. First reading a reserve will give you a lot of new info. When you read a e-book you will get new information due to the fact book is one of many ways to share the information or their idea. Second, looking at a book will make you actually more imaginative. When you reading through a book especially fiction book the author will bring that you imagine the story how the people do it anything. Third, it is possible to share your knowledge to others. When you read this Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools, you could tells your family, friends as well as soon about yours publication. Your knowledge can inspire the others, make them reading a reserve.

Terry Carr:

Often the book Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools has a lot associated with on it. So when you read this book you can get a lot of advantage. The book was compiled by the very famous author. Tom makes some research prior to write this book. This kind of book very easy to read you can get the point easily after perusing this book.

Nancy Sobel:

Do you have something that you want such as book? The e-book lovers usually prefer to choose book like comic, limited story and the biggest one is novel. Now, why not trying Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools that give your pleasure preference will be satisfied by simply reading this book. Reading habit all over the world can be said as the opportunity for people to know world considerably better then how they react when it comes to the world. It can't be mentioned constantly that reading practice only for the geeky person but for all of you who wants to end up being success person. So , for all you who want to start looking at as your good habit, you are able to pick Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools become your own personal starter.

Tabitha Devore:

Reading a e-book make you to get more knowledge from this. You can take knowledge and information from your book. Book is created or printed or highlighted from each source that filled update of news. Within this modern era like today, many ways to get information are available for a person. From media social such as newspaper, magazines, science guide, encyclopedia, reference book, story and comic. You can add your understanding by that book. Isn't it time to spend your spare time to spread out your book? Or just trying to find the Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and

master Word's writing, formatting, and collaboration tools when you required it?

Download and Read Online Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools Angela Rose #C7NQVJ2OZ80

Read Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools by Angela Rose for online ebook

Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools by Angela Rose Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools by Angela Rose books to read online.

Online Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools by Angela Rose ebook PDF download

Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools by Angela Rose Doc

Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools by Angela Rose Mobipocket

Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools by Angela Rose EPub