



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:

Mildred Duncan:

Reading a reserve can be one of a lot of activity that everyone in the world likes. Do you like reading book and so. There are a lot of reasons why people enjoyed. First reading a publication will give you a lot of new info. When you read a reserve you will get new information simply because book is one of a number of ways to share the information or their idea. Second, reading a book will make you more imaginative. When you reading a book especially fiction book the author will bring you to imagine the story how the people do it anything. Third, you could share your knowledge to other people. 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, it is possible to tells your family, friends along with soon about yours reserve. Your knowledge can inspire the mediocre, make them reading a publication.

Fabiola Stewart:

As we know that book is essential thing to add our understanding for everything. By a reserve we can know everything we want. A book is a group of written, printed, illustrated or perhaps blank sheet. Every year had been exactly added. This publication Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools was filled with regards to science. Spend your extra time to add your knowledge about your scientific disciplines competence. Some people has several feel when they reading a new book. If you know how big advantage of a book, you can really feel enjoy to read a e-book. In the modern era like right now, many ways to get book which you wanted.

Debra Sudduth:

Do you like reading a book? Confuse to looking for your chosen book? Or your book had been rare? Why so many issue for the book? But just about any people feel that they enjoy to get reading. Some people likes examining, not only science book and also novel and Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools or perhaps others sources were given know-how for you. After you know how the truly amazing a book, you feel need to read more and more. Science book was created for teacher or maybe students especially. Those guides are helping them to bring their knowledge. In different case, beside science publication, any other book likes Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools to make your spare time considerably more colorful. Many types of book like this one.

Juanita Cooke:

Book is one of source of know-how. We can add our knowledge from it. Not only for students but native or citizen want book to know the change information of year in order to year. As we know those guides have many advantages. Beside most of us add our knowledge, also can bring us to around the world. By book

Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools we can get more advantage. Don't that you be creative people? To be creative person must love to read a book. Just choose the best book that suited with your aim. Don't be doubt to change your life at this time book Microsoft Word In 30 Minutes: How to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools. You can more inviting than now.

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 #W5Q92RPLNY6

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