



Microsoft Word 2016: The Complete Guide

By Stewart Melart

Createspace, United States, 2015. Paperback. Book Condition: New. 280 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.The advent of Word 2016 has seen a raft of new features being introduced, designed to promote easier reading and writing. Readers are better equipped to maintain their focus on their content. Users can quickly and easily create their documents, editing it where necessary and sharing their work with friends and or colleagues. Robust storage has become an imperative necessity for users. Microsoft has been responsive to the needs of its users and has provided additional storage capacity for users. You can easily save your files or information on One Drive for Business or Share Point. Word 2016 also facilitates conversing with friends and family, you and your colleagues can collaborate and co-author documents simultaneously. Whenever a change is required, several members of a team can make the necessary changes to the document at the same time.



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