Microsoft Word 2013 - Introduction

PRIME SOLUTIONS

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PRIME
S O L U T I O N S

Understanding The Mail Merge
Process
Creating A Recipient List
Creating The Starting Document
Starting The Mail Merge Wizard
Selecting A Recipient List
Inserting Mail Merge Fields
Previewing The Merged
Documents
ompleting The Merge

Printing Your Documents
Understanding Printing
Previewing Your Document
Quick Printing Selecting A Printer
Printing The Current Page
Specifying A Range Of Pages
Specifying The Number Of
Copies

Getting Help Understanding
How Help Works
Accessing The Help Window
Navigating The Help Window
Using The Office Website
Googling Help
Printing A Help Topic

A Guide to Brilliant Documents
The Four Pillars Of Great Design
Perfect Page Layouts Make It
Readable Pictures Tell A Story
The Tips And Traps Of Writing