

Preface

Microsoft Office 2013 is the latest and powerful version of most popular application software from Microsoft Corporation. Like earlier up-dated versions of MS Office, this new version has been launched not only with several new additions and deletions, its Interface has been changed completely. Beside this, one more important change has been made : all the commands have been classified according to their usage and have been placed under different blocks. This group of blocks has been named Ribbon. If you focus to learn the use of this Ribbon, you can easily do all types of word processing in MS Word 2013.

In this book, process of using Word 2013 is presented in such a way that you can not only understand its new Interface and Ribbon, but can also learn to create your own customized documents and affect changes according to your requirements. Document Formatting, PDF, XPS and XML creation and process of Printing your document from MS Word 2013 have been described in this book in absolutely simple manner. It is trusted that users can learn to work in this main element MS Word 2013 with the help of this book.

-Author

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