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Gestalten Sie Texte nach Ihren Vorstellungen, setzen Sie Formatvorlagen effektiv ein, erleichtern Sie Ihre Arbeit durch Tabellen - nutzen Sie Word 2013 professionell. Mit vielen Abbildungen und anschaulichen Übungen schnell Word 2013 meistern. Die Autorin Inge Baumeister ist Office-Profi und verfügt über jahrelange Schulungs- und Beratungserfahrung. In dieser Zeit hat Sie Probleme aus der Praxis gelöst, typische Anfängerfehler kennengelernt und vielen Einsteigern Word erfolgreich vermittelt. Dieses Wissen und viele Tipps zur effizienten Nutzung von Word finden Sie in diesem Buch.

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