

1-New Features in Office 2013 [2:59]

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2-Word 2013: Getting to Know Word [4:13]

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3-Word 2013: Creating and Opening Documents [2:13]

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4-Word 2013: Saving and Sharing Documents [3:58]

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5-Word 2013: Text Basics [3:23]

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6-Word 2013: Formatting Text [3:01]

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7-Word 2013: Page Layout [2:37]

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8-Word 2013: Printing Documents [2:02]

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9-Word 2013: Indents and Tabs [3:49]

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10-Word 2013: Line and Paragraph Spacing [2:19]

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11-Word 2013: Lists [3:51]

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12-Word 2013: Hyperlinks [2:40]

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13-Word 2013: Breaks [3:14]

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14-Word 2013: Columns [2:37]

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15-Word 2013: Headers, Footers, and Page Numbers [4:54]

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16-Word 2013: Pictures and Text Wrapping [4:43]

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17-Word 2013: Formatting Pictures [4:32]

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18-Word 2013: Background Removal [3:03]

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19-Word 2013: Shapes [5:17]

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20-Word 2013: Text Boxes and WordArt [4:24]

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21-Word 2013: Arranging Objects [3:21]

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22-Word 2013: Tables [4:58]

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23-Word 2013: Charts [5:11]

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24-Word 2013: Spelling and Grammar [4:23]

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25-Word 2013: Track Changes and Comments [4:39]

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26-Word 2013: Finalizing and Protecting Documents [3:06]

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27-Word 2013: SmartArt Graphics [4:31]

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28-Word 2013: Styles [3:10]

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29-Word 2013: Themes [2:57]

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30-Word 2013: Mail Merge [3:51]

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