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This Step by Stepbook has been designed to make it easy for you to learn about key aspects of four of the Microsoft Office 2016 apps—Word, Excel, PowerPoint, and Outlook. In each part, you can start from the beginning and build your skills as

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There hasn't been an official printed manual for Word for many years, but the Quick Start guide Desiree pointed you to will get you started. Other Microsoft (and third-party) articles cover many other specific Word features, both in Word 2016 and in other versions.

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Microsoft Word 2013 is a powerful word processing application. This is a hands-on workshop to help University faculty and staff become more proficient with

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