



Microsoft Word 2016 Keyboard Shortcuts For Windows (Shortcut Matters)

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Become fast and productive in Microsoft Word.

Microsoft Word 2016 came to make work easy for operators who are into word processing, while its keyboard shortcuts came to make it even easier. But many people still have difficulties working with Ms. Word which sometimes is as a result of them not knowing how to increase in speed, accuracy and productivity. Knowing Microsoft features is not enough. Using it for years is not enough. But being willing to learn new methods to make the usage better is. This book will teach you how to increase productively by using keyboard shortcuts to work in Microsoft Word. Learn the basics of mousing and using keyboard shortcuts

1. Know more about your keyboard
2. Become familiar with the 15 special keyboard shortcuts you should know as a computer user.
3. See Frequently Used Shortcuts in Ms. Word
4. Keyboard shortcuts to use when Navigating The Ribbon With Only The Keyboard
5. Use shortcuts to Change The Keyboard Focus By Using The Keyboard Without Using The Mouse
6. Learn Keyboard Shortcut Reference For Microsoft Word
7. Keyboard Combination for Function Key Reference.

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