

# Travaux pratiques - Word 2013: Mise en page et mise en forme, insertion d'images, documents longs, tableaux, publipostages&am PDF - Télécharger, Lire



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## Description

Cet ouvrage tout en couleur est un recueil de travaux pratiques pour apprendre à maîtriser Word 2013, de sa prise en main à la mise en œuvre de ses fonctions avancées :

- Découverte de l'interface, création, modification et utilisation des styles, saisie d'équations, réalisation d'un album photo, d'un mini journal, d'une fiche-produit ou d'un faire-part, recadrage et transformation d'une photo...
- Ajout d'une page de garde, d'une table des matières, de notes de bas de page, d'en-têtes et de pieds-de-page, numérotation des pages...
- Impression d'enveloppes ou d'étiquettes, d'un bulletin ou d'un livret, utilisation d'une liste de contacts, partage d'un document...

En bonus sur [www.dunod.com](http://www.dunod.com), réservés aux lecteurs de l'ouvrage :

- 8 travaux pratiques pour apprendre à améliorer l'esthétique d'un document, écrire une partition de musique, dessiner un organigramme, protéger un document et enregistrer un raccourci clavier.
- les fichiers du livre pour refaire, pas à pas, tous les exercices.



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12 mars 2014 . 19,50. Travaux pratiques - Word 2013, Mise en page et mise en forme, insertion d'images, documents longs, tableaux, publipostages&am.

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Mise en page et mise en forme, insertion d'images, documents longs, tableaux, publipostages&am Christine Eberhardt (Auteur) Paru en janvier 2014 Manuel.

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