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Word has always worked best as part of the largest Microsoft Office ecosystem, but Word 2016 brings this to a whole new level. Integration with the various components of the Office suite are tighter than everything before, and a major shift towards cloud based sharing has changed the way that professionals can use Word in some pretty major ways.

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They demonstrate the correct application of the principal features of Word 2016 by creating and editing two- to three-page documents for a variety of purposes and situations. Document examples include professional-looking reports, multi-column newsletters, resumes, and business correspondence.

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Change the scale of the depth (series) axis in a chart ...

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