



Microsoft Word 2016 for Mac: A Guide for Seniors

By Philip Tranton

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 203 x 127 mm. Language: English . Brand New Book ***** Print on Demand *****.The latest version of Microsoft Word was released along with the updated versions of Outlook, PowerPoint and Excel. The four programs together make the Office 2016 suite, which was released to the public between July and September of 2015. The new Microsoft Word 2016 has been outfitted with a collaboration feature; created to enable up to ten users to work in and make adjustments to the same document, all at the same time. This collaboration is made possible with the use of the cobalt syncing technology. Users may view the names of the authors as well as the changes being made by each. Cobalt will prevent conflict where saving and modification of the data is concerned. Word 2016 proudly boasts enhanced reviewing, editing and sharing tools. It is also designed to include a new tab for timely and convenient access to editing tools such as colors, fonts and layout.



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