



# Microsoft Word 2016 für den Mac (German Edition)

*Anton Ochsenkühn*

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
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Word 2016 für den Mac ist die wohl beste Textverarbeitungs-App für Mac-Computer. Egal ob es sich um Briefe, Faxe oder umfangreiche Dokumente wie Projekt-, Bachelor-, Masterarbeiten oder Manuskripte handelt, mit Microsoft Word ist das alles kein Problem. Vielfältige Funktionen helfen dem Nutzer, professionelle Dokumente zu erstellen.

Highlights:

- wichtige Funktionen des Menübandes
- Dateien teilen und via OneDrive online stellen
- Verschiedene Ansichtsmodi (Drucklayout, Vollbildmodus, Gliederung, etc.) und deren Nutzen
- Zeitsparende Formatierungen über Formatvorlagen (für Zeichen und Absätze)
- erstellen
- AutoKorrektur und AutoText optimal einsetzen
- Tabellen, Diagramme, Formeln etc. in Dokumente einfügen
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