



# Microsoft Word for Writers: Create a Kindle Template in Easy Stages

*Sandie Giles*

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## **Microsoft Word for Writers: Create a Kindle Template in Easy Stages** Sandie Giles

Formatting your Microsoft Word document for Kindle can be confusing for the inexperienced user. This book shows you how to create a template document, which contains all the necessary formatting for Kindle publishing, by means of step-by-step instructions and screen shots.

Find out about:

- Why you need to use styles and how to create them
- Different paragraph formats and the use of paragraph spacing
- How to create an active Table of Contents

and much more.

You will learn all the skills you need to create your own template that you can use again and again.

About the Author

Sandie Giles is primarily a fiction writer. She has had short stories published in paying magazines, speculative fiction anthologies and on other digital platforms. She has also self-published some of her work.

During her non-writing career, in administration and secretarial work, she was responsible for training members of staff in using their computers with regards to formatting and company standards and, over the years, she has created many training documents for this purpose in Microsoft Word and Microsoft PowerPoint.

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