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STARTING WORD 2016 Microsoft Word is a word processing tool for creating different types of documents that are used in work and school environments. The appearance of Microsoft Word 2016 is similar to Word 2010 and Word 2013, but with more enhanced features. It contains a customized Office Background

Microsoft Official Academic Course MICROSOFT WORD 2016

Word: Microsoft Office Button / New / Blank document Opening an Existing Document Microsoft Office Button -> Open -> Choose from the list Saving a Document Microsoft Office Button / Save or Save as or Press Ctrl+S on the keyboard, or Click the File icon on the Quick Access Toolbar Working on Multiple Documents Several documents can be opened.

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12. Italicize the word, aerial. 13. Underline the word, and, in the first bulleted paragraph. 14. Change the spacing before the headline to .0 point. Change the spacing after the first paragraph of body copy to 0 point. Change the spacing before the first bulleted paragraph to 12 point. 15.

Microsoft Office 2007 WORD Assignments Computers Grade 9

Microsoft Office: Word 2007 Lab Manual 1 Lab # 1A: Introduction Questions 1. List the 6 applications which are found within the MS Office 2007 suite. (p. 1) 2. What is the main advantage of using a software suite? 3. Word 2007 uses the .docx file extension. What is its main advantage? (p. 2) 4. Word 2003 can't open .docx files.

ITC 401 Microsoft Office: Word 2007 Lab Manual Lab # 1A

Lesson 1: Introduction to Word 2016 7 If you can find Microsoft Word by yourself, open the program now; otherwise get help from a friend, or your instructor, or from the lab supervisor You are now presented with the Word 2016 Backstage window (Fig. 1.2). Fig. 1.2 Initial Word Backstage View Ribbons and Groups

ESSENTIAL MICROSOFT OFFICE 2016

How To Use Microsoft Word 2007 This guide will help you to take advantage of some of the more advanced tools that Microsoft Word 2007 has available. To navigate this guide, it is essential for you to be familiar with some of the basic concepts about the program. In this guide, you will learn how to: Work with Quick Styles.

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