

Ms Word Guide

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Microsoft Word Menus 1. File. When you open a new file in Word, the first tab you will see is File. Look carefully - you may miss it because... 2. Home. The Home tab has the most commonly used features, especially as they relate to modifying text. In the Home tab... 3. Insert. Under the Insert tab, ...

Basic Guide to Microsoft Word: Toolbars & Document Views ...

How to Use Rulers in Microsoft Word Word's rulers let you control the margins of your page and the indentation of paragraphs. They're great for precisely lining up images, text, and other elements. If you're printing a document, the rulers can help ensure that what you see on your screen translates into what you'll get on the printed page.

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How to Use Rulers in Microsoft Word

Open the Microsoft Word application. Do this by double-clicking the Microsoft Word icon. 2 Review the available templates.

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Microsoft Word | Digital Unite

Microsoft Word is the word processing component of the Microsoft Office Suite. It is used primarily to enter, edit, format, save, retrieve and print documents. Pay Special Attention to Terminology While different versions have different appearances, they all have most of the same features.

4.0.1 Introduction to Microsoft Word Student Manual

Step 1 ? Click the Start button. Step 2 ? Click the All Programs option from the menu. Step 3 ? Search for Microsoft Office from the submenu and click it. Step 4 ? Search for Microsoft Word 2010 from the submenu and click it.

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