

Ms Word User Guide

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Microsoft Word 2019 Basic Quick Reference

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Microsoft Word Basics

- Identify the main parts of the Microsoft Word window.
- Identify the purpose of the commands on the menu bar.
- Copy, cut and paste text.
- Work with the buttons on the toolbar.
- Type, edit and format text.
- Work with pictures.
- Work with language tools (spell check).
- Open, save, save as, and print Microsoft Word files. What is Microsoft Word?

4.0.1 Introduction to Microsoft Word Student Manual

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Microsoft Word - Word Processing Software | Office

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