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Opening Word 2016 First, we will need to
open Word 2016. This can be done by
double-clicking on the Word 2016 icon on
the desktop or, In Windows 10, 1. Open

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the Start Menu. 2. Clicking All Apps. In Windows 7, 1. Click the Start Menu. 2. Click All Programs. 3. Choose Microsoft Office. 4. Click Word 2016.
Understanding the Backstage

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Word

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To create a blank document, click Blank document when Word opens. As you type text, the word wrap feature automatically moves words to the next line when you reach the right margin, creating what is known as a soft return. When you press Enter, Word inserts a hard return. When a hard return is entered, a new paragraph is

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3 created.

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Chapter 1

WORD Introducing Microsoft Word 2019
Chapter 1: Creating Documents with
Microsoft Word 1. Create a New
Document and Insert Text 2. Insert and

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Format Graphics 3. Insert and Modify
Text Boxes and Shapes 4. Preview and
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Modify Lists 7. Set and Modify Tab Stops
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taskbar to display the Start menu, and then

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3 point to All Programs on the Start menu to display the All Programs list □ Point to Microsoft Office on the All Programs list to display the Microsoft Office submenu, and then click Microsoft Office Word 2007 to start Word and ...

Word Chapter 2 - Microsoft Office 2007

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Numbering, and then click the Outline
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3 Multilevel List on the Home tab. Select one of the styles, for example, Chapter 1 (the last style choice). Click Customize.

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Click All Programs. 3. Choose Microsoft
Office. 4. Click Word 2016.

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Chapter 3

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