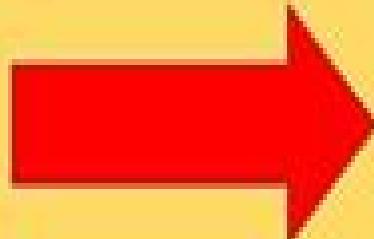


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Mastering Word Made Easy TeachUcomp, Incorporated, 2007-05 *Word for Microsoft 365 Training Manual Classroom in a Book*

TeachUcomp, 2024-03-26 Complete classroom training manual for Word for Microsoft 365 Includes 369 pages and 210 individual topics Includes practice exercises and keyboard shortcuts You will learn document creation editing proofing formatting styles themes tables mailings and much more Topics Covered CHAPTER 1 Getting Acquainted with Word 1 1 About Word 1 2 The Word Environment 1 3 The Title Bar 1 4 The Ribbon 1 5 The File Tab and Backstage View 1 6 The Quick Access Toolbar 1 7 Touch Mode 1 8 The Ruler 1 9 The Scroll Bars 1 10 The Document View Buttons 1 11 The Zoom Slider 1 12 The Status Bar 1 13 The Mini Toolbar 1 14 Keyboard Shortcuts CHAPTER 2 Creating Basic Documents 2 1 Opening Documents 2 2 Closing Documents 2 3 Creating New Documents 2 4 Saving Documents 2 5 Recovering Unsaved Documents 2 6 Entering Text 2 7 Moving through Text 2 8 Selecting Text 2 9 Non Printing Characters 2 10 Working with Word File Formats 2 11 AutoSave Online Documents CHAPTER 3 Document views 3 1 Changing Document Views 3 2 Showing and Hiding the Ruler 3 3 Showing and Hiding Gridlines 3 4 Using the Navigation Pane 3 5 Zooming the Document 3 6 Opening a Copy of a Document in a New Window 3 7 Arranging Open Document Windows 3 8 Split Window 3 9 Comparing Open Documents 3 10 Switching Open Documents 3 11 Switching to Full Screen Mode CHAPTER 4 Basic Editing Skills 4 1 Deleting Text 4 2 Cutting Copying and Pasting 4 3 Undoing and Redoing Actions 4 4 Finding and Replacing Text 4 5 Selecting Text and Objects CHAPTER 5 BASIC PROOFING Tools 5 1 The Spelling and Grammar Tool 5 2 Setting Default Proofing Options 5 3 Using the Thesaurus 5 4 Finding the Word Count 5 5 Translating Documents 5 6 Read Aloud in Word

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Reference to a Person the Coming Antichrist, who is to be Overthrown by the Sun of Righteousness Antichrist,Two Servants of Christ,1891 **The Universal Cyclopaedia** ,1900 *Language and the Study of Language* William Dwight

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William Dwight Whitney,1880 **Johnson's Universal Cyclopædia** Charles Kendall Adams,1899 **THE UNIVERSAL CYCLOPEDIA** ,1899 **Pittsburgh Legal Journal** ,1887 Containing reports from Pennsylvania judicial districts and other

leading decisions **Amazing Stories** ,1927 **Conversion. A directional process** Katharina Pangritz,2020-01-14

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Conversion should be included **Western Weekly Reports** ,1921 **Encyclopaedia of Religion and Ethics** James Hastings,John Alexander Selbie,Louis Herbert Gray,1912

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