

Microsoft Word Study Guide



Name _____

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1. One example of a Word Processor is Microsoft Word. Please circle your answer.
True False

2. You can Pin the Microsoft Word icon to the task bar. Please circle your answer.
True False

3. Upon opening Microsoft word, located on the home page is different templets to use. Please circle your answer.
True False

Microsoft Word Study Guide

Joan Lambert



Microsoft Word Study Guide:

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MS Office word Excel and PowerPoint keep changing but the fundamental principles remain the same With this book you will be trained to apply your learning in practice and make full use of Computer in modern applications Thus if you have to work on any version of MS Word or future versions which would be invented then you will easily be able to work on it because your foundation becomes strong through this book The topics covered in this book will help you build the highest quality code You will discover the timeless techniques and strategies which will change your mind set The topics are given below I

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About the author Daniel John Stine

AIA CSI CDT is a registered architect with over twenty years of experience in the field of architecture

Throughout these years of professional practice Stine has leveraged many of the Microsoft Office products to organize and manage complex projects

In addition to Microsoft Office certification study guides Stine has written multiple books on architectural design software all written using Microsoft Word and published by SDC Publications

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