



Open a File

Open a Document

- 1 Click the File tab.
- 2 Click Open.
- 3 Select a location.
- 4 Select the file you want to open.

Open

Local Disk (C:) > Users > Kyle > Documents

Search Documents

Organize

New Folder

Quick access

Desktop

Downloads

Music

Videos

Microsoft Word

OneDrive

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Word Interactive Tutorial

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Open Word Documents Online

Michael Halvorson, Michael J. Young



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Matthews, Marty Matthews, Bobbi Sandberg, 2013-07-06 Full color step by step guide to the new release of the world s most popular productivity suite of applications Get up and running with Office 2013 right away the QuickSteps way Full color screenshots on every page with clear instructions make it easy to use the latest release of Microsoft s powerful productivity suite Follow along and quickly learn how to create Word documents build Excel spreadsheets manage Outlook email contacts and schedules design PowerPoint presentations and much more This practical fast paced guide gets you started in no time

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