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Introduction to Microsoft Word 2003
Microsoft Word 2003 is a word processing

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program that allows the user to design documents. The many formats available easily enable the user to produce professional reports, letters, essays and other documents incorporating the use of tables, charts, and graphics. Word 2003 is part of Microsoft Office 2003, which includes other software applications.

Tutorial – Microsoft Office Word 2003:
Tables Introduction: Creating documents using Microsoft Word allows for the manipulation and display of text and other information. Tables, which are made up of rows and columns that form cells, can be utilized to organize information in your document. Formatting text,

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Microsoft Word 2003 is a powerful word processing application designed to create professional looking documents. This tutorial will introduce you to some tips and tricks for using the application. This manual assumes that you have a basic understanding of Microsoft Word 2003 and what it is primarily used for on a day-to-day basis.

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what it is primarily used for on a day-to-day basis.

Ribbon and its buttons, which are covered in the document *Microsoft Word: An Essential Guide*. It also assumes you know about saving and printing your work.

Starting up Microsoft Word To start Microsoft Word: 1. Load up Word 2013 as usual or press for a new document if Word is already open

The screenshot below is the opening screen for Microsoft Word 2003. Through this tutorial, we will review screenshots and documentation on how to navigate some of the basic menus and the steps necessary to format a basic paper correctly. Once this

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tutorial is complete, you can use Microsoft Word 2003 with confidence to format and write your paper.

Microsoft Word Basics. Getting Started
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languages: English.

Microsoft Office 2013. Traditional Capabilities with New Collaborative Functionality . Office 365 includes the traditional Microsoft Office Suite of Word, Excel, PowerPoint, and Outlook – but now provides collaborative capabilities. For example, using Office 365, multiple people can edit the same document at once, in real-time.

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as it will look ... Problems w/multi-user
comments It is difficult to manage or delete
comments from the Insert tab. Instead, ...

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you to take advantage of some of the more
advanced tools that Microsoft Word 2007
has available. To navigate this guide, it is
essential for you to be familiar with some of
the basic concepts about the program. In
this guide, you will learn how to: Work
with Quick Styles.

Basic options/preferences in the Microsoft
Word 2010 All basic options/preferences
changes (e.g. user name, default save
location) are done via the Word Options

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dialog box. On the File menu, select Options to open the Word Options dialog box. At the bottom of the General tab a text box is located to enter/view the User ...

video-based training courses for SharePoint and OneNote, QuickStudy guides for Windows 10 and Office 2016, and . GO! series books about Outlook. Joan is a Microsoft Certified Professional, Microsoft Office Specialist Master (for . all versions of Office since Office 2003), Microsoft Certified Technology Specialist

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