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Word 2016 For Dummies. Author : Dan Gookin. Year : 2015. Pages : 381. File size : 7.05 MB. File format : PDF. Category : Software, MS Word. Book Description: The bestselling beginner's guide to Microsoft Word Written by the author of the first-ever For Dummies book, Dan Gookin, this new edition of Word For Dummies quickly and painlessly gets ...

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Whether you use a computer with a honking 105-key keyboard or a tablet with no keyboard, word processing remains a keyboard-bound activity. The following tables show how to access Microsoft Word 2016's commands and functions. Here are all of the options you can utilize for cursor movement. Pressing This Key. Moves the Insertion Pointer . . .

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Microsoft Word 2016 Tutorial 5 of 15 To create a square root sign: Type  $\sqrt{\quad}$ , the word “sqrt”, followed by the expression you would like to take the root of. e.g.  $\sqrt{OMNP \cdot OLL}$  If you would like to include multiple terms under your square root, enclose them in brackets.

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Exploring the Word 2016 Environment Open Word by using the Search Windows box or by double-clicking on the desktop icon for Microsoft Word 2016. Title Bar 1. Note the title bar section which has window controls at the right end, as in other Windows programs. 2. Note that a blank document opens with a default file name of Document 1. Quick ...

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