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How to Create a PDF in Microsoft Word 2010

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## Microsoft Word Basics

- Identify the main parts of the Microsoft Word window.
- Identify the purpose of the

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commands on the menu bar. • Copy, cut and paste text. • Work with the buttons on the toolbar. • Type, edit and format text. • Work with pictures. • Work with language tools (spell check). • Open, save, save as, and print Microsoft Word files. What is Microsoft Word?

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## Microsoft Word 2013 Fundamentals Manual

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