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Step 1, Open the Microsoft Word application. Do this by double-clicking the Microsoft Word icon.Step 2, Review the available templates. On the right side of the screen, you'll see several templates of interest: Blank document - A blank document with default formatting. Creative Resume/Cover Letter - A clean, pre-formatted resume (and accompanying cover letter) document. Student Report with Cover Photo - A document format geared toward an academic demographic. Fax Cover Sheet - A document to ...

How to Use Microsoft Word (with Pictures) - wikiHow

Add the date and time to a header or footer in Word 2013. Unlike adding a page number, inserting a date or time field in the header is accomplished by using a command button found on the Header & Footer Tools Design tab: Click the Date & Time button found in the Insert group. The Date and Time dialog box appears.

How to Use Headers and Footers in Word 2013 - dummies

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Word 2013 In Easy Steps

Open a Word 2013 document with several figures included in the document. Click at the bottom of the document to move the insertion point below the caption of the final figure and then press Ctrl+Enter to create a page break. Type Table of Figures, and apply the Heading 1 style to the paragraph (from the Home tab, in the Styles group).

How to Create a Table of Figures in Word 2013 Documents

... Click the Insert tab. Click the Table button. Drag the mouse through the grid to create in your document a table that has the number of rows and columns you need for the table. As you drag the mouse pointer on the menu, the table's grid appears in your document. Release the mouse button to begin working on the table.

How to Create Tables in Word 2013 - dummies

No need to fear -- Word 2013 saves a temporary copy of your unsaved work that you can recover in a matter of seconds. Just follow these simple steps to pick up right where you left off.

How to Recover Documents in Word 2013 | Laptop Mag

C# Programming in easy steps (2016). All code examples (64 MB) (for Visual Studio 2015); All code examples (66.5 MB) (for Visual Studio 2017 - see below); Revisions for 2016 original print, and 2017 reprint: Inside front cover - changes under the Switch section; Pages 50 and 51 - changes in the syntax on page 50, and the code in Step 5 on page 51. "Don't Forget" tip removed on Page 51

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... Follow these steps: Click the File tab. The File screen appears. Choose New from the left side of the File screen. The Featured part of the New screen appears. It lists Word's own templates, as well as some online templates. You can choose one of those templates; if you find one that suits you, skip to Step 4.

How to Use Templates in Word 2013 - dummies

Dou you want to create a form in Word and don't know how to start? Here, you will learn how to do this in 6 easy steps. Creating forms in Word, which can be filled out by others, requires that you begin with a template.Then add content controls. These contain things such as text boxes, check boxes, drop-down lists as well as date pickers.

6 Simple Steps to Create a Form in Word File

Microsoft Word 2013 —one step at a time! Experience learning made easy—and quickly teach yourself how to create great-looking documents with Microsoft Word 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Lambert Cox • Create documents on your PC or touch-enabled device

The smart way to learn Microsoft Word 2013

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Press the Tab key at the start of a paragraph to indent that paragraph to a deeper level in the multilevel list format. Press the

Shift+Tab key combination at the start of a paragraph to unindent a paragraph to a higher level in the multilevel list format. Press the Enter key twice to end the list.

How to Make Lists with Bullets and Numbers in Word 2013

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Step 1: Open your document in Microsoft Word 2013 and click on the Review tab. Step 2: Notice that the display is set to Simple Markup, which is the default document view in Microsoft Word 2013. Step 3: Click the drop-down arrow and scroll down to select All Markup. Tracked changes should now appear. Step 4:

2013 Microsoft Word Simple Markup | Papercheck

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Word 2013 In Easy Steps

The steps for password protecting and encrypting documents is exactly the same for Word 2013, Excel 2013 and Powerpoint 2013 so I will only demonstrate the process once using Word.