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Opening a new word processor
document Click on the Startbutton in
the lower leftcorner of the screen,
then, from the All Programsmenu,

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locate (scroll to find) Word 2016 The Home Tab, which lets you use the tools in the Home Ribbon The File menu The Font Group in the Home Ribbon Paragraph, Styles, and Editing Groups

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that include headers and footers.

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essential training about Word 2016.

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introduction of them. I tried to write
the word tutorial short and
interesting, with a good SEO (Search

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screen, and suddenly the one I was typing in got grey and unresponsive with a text that read "searching for templates." My computer froze, and eventually I shut it down. When it turned back on, my Word application was gone.

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