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Microsoft Word is one of the most widely-used apps today, whether for business or personal use. Learn about how to use Word 2016 to accomplish a variety of tasks such as working with documents, formatting, saving, and exporting.

Microsoft Word
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lesson as well as the rest of this book. Figure 1-1 Microsoft Word 2016 Opening screen. 2 Lesson 1 STARTING WORD 2016 Microsoft Word is a word processing tool for creating different types of documents that are used in work and school environments. The appearance of Microsoft Word 2016 is similar to Word 2010

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