

Word Learning Microsoft

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8 Best + Free Microsoft Word Courses & Training [2020]

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Text Basics If you're new to Microsoft Word, you'll need to learn the basics of working with text so you can type, reorganize, and edit text. Basic tasks include the ability to add, delete, and move text, as well as the ability to find and replace specific words or phrases. Using the insertion point to add text

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Word Basics. 1. Getting Started with Word. [arrow_forward_ios](#). Get to know the Ribbon, Quick Access Toolbar, and Backstage view to produce Word 2016 documents. 2. Understanding OneDrive. [arrow_forward_ios](#). Learn all about working with your Microsoft account and OneDrive.

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Microsoft Word - Word Processing Software | Office

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MS Word Basics; Word - Home; Word - Getting Started; Word - Explore Window; Word - Backstage View; Word - Entering Text; Word - Move Around; Word - Save Document; Word - Opening a Document; Word - Closing Document; Word - Context Help; Editing Documents; Word - Insert Text; Word - Select Text; Word - Delete Text; Word - Move Text; Word - Copy & Paste; Word - Find & Replace

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