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If you want access to all Word 2013 features, you can convert the document to the 2013 file format. Note that converting a file may cause some changes to the original layout of the document. Click the File tab to access Backstage view.

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Clicking the File tab.
Locate and select the
Convert command.

Word 2013: Creating and Opening Documents

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Word 2013 and 2010 for Seniors: Learn Step by Step How to

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How to Create a Table
of Figures in Word

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2013 Documents Open a Word 2013 document with several figures included in the document. Click at the bottom of the document to move the... Type Table of Figures, and apply the Heading 1 style to the paragraph (from the Home tab, in the Styles group). Press ...

How to Create a Table of Figures in Word 2013

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Documents ...

How to edit a Word 2013 header or footer. Face it: Word's preset designs for the header are dull. Splashy, but dull. And chances are good that they don't contain all the information you want or need. That's no problem. You can edit the header by using what Word created as a starting point, or you can quickly whip up your own header.

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How to Use Headers and Footers 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. 1.

How to Recover Documents in Word 2013 | Laptop Mag

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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.

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6 Simple Steps to Create a Form in Word File

Office for business
Word 2013 Word 2010
Word 2007 More...

Less. Summary. Note:
If applicable to you,
see the ... This step-by-
step article describes
several different
numbering systems
that you can use in
documents that
contain both chapter
headings and appendix
headings.

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How to number chapters, appendixes, and pages in documents

...

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Word for Microsoft 365, Word 2019, Word 2016, Word 2013, Word 2010. ... To make quick work of tasks that you do often, in the desktop version of Word you can bundle

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the steps into macros that run with a single click. In Word for the web, you have to step through such tasks manually.

Create or run a macro - Word

2013 Microsoft Word Simple Markup 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,

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which is the default document view in Microsoft Word 2013.
Step 3:. Click the drop-down arrow and scroll down to select All ...

2013 Microsoft Word Simple Markup | Papercheck

Optional: If you'd like to work along with the lesson, you can download the examples below:
Practice document (Word document);

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Address list (Excel workbook); To use Mail Merge: Open an existing Word document, or create a new one.; From the Mailings tab, click the Start Mail Merge command and select Step by Step Mail Merge Wizard from the drop-down menu.

Word 2013: Mail Merge - GCFGlobal.org

Step 4: Restrict Editing.

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It's quite easy to edit a form in Word. All you need is a person who knows their way around MS Word's fillable forms features to completely change the structure of a ...

How to Make a Fillable Form in Microsoft Word

How to Set Tabs - Word 2013 Summary. Step by step instructions for setting tabs in Word 2013.

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Overview. Tabs allow you to position text exactly where you would like it. To avoid problems with text alignment, use tabs rather than spaces. The default tab settings for Microsoft Word are every half-inch.

How to Set Tabs - Word 2013

Step One: Prepare your Mailing List. If you have already created a

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mailing list in Excel, then you can safely skip this test. If you haven't created the list yet, despite Excel's lack of the mailing label function, we still highly recommend you use Excel since it's better for organizing and maintaining data than using a Word table.

How to Create Mailing Labels in Word from an Excel

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List

Click Start, click Run, type %programfiles%\Microsoft\Office\Office14\Startup, and then click OK. Word 2013:

Click Start, click Run, type %programfiles%\Microsoft\Office\Office15\Startup, and then click OK. Right-click one of the files that is contained in the folder, and then click Rename.

How to reset user options and registry

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settings in Word ...

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.

How To Password Protect and Encrypt Office Documents

Today we discuss in this video / tutorial

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about Microsoft Word 2013 . We are going to guide all in simple step by step format with basics and detail also with full description. Our only main aim ...

Microsoft Word 2013 | Tutorial No 08 | For Professional and Students | Complete Course by guruskills

Covers Windows RT
and Windows 8.

Author: Michael Price;

Publisher: In Easy

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The Tablet PC is a mobile computer that incorporates a flat touchscreen, is operated by touching the screen and by using an on screen keyboard, and is capable of running the full Windows operating system.

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