

## Word Lesson 2 Basic Editing Ts091 K12

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A command in Word that removes selected text from the original location and place the deleted text in the Clipboard collection. Go To A command in the scroll box that enables users to browse by field, endnote, footnote, comment, section, page, edits, headings, graphics, or tables.  
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This video tutorial will demonstrate how to create a new document, open an existing document, and apply basic editing functions in Microsoft Word

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Cut, Copy and Paste Text Change Information in the Properties Inspect Documents MOS Skills Change document views. 1.4.1 Customize views by using zoom settings. 1.4.2 Split the window. 1.4.4 Search for text. 1.2.1 ...

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Word Lesson 2 Basic Editing - Mrs. Ashley Hanks

Basic Editing 41 STEP BY STEP Change Document Views USE the document that is open from the previous exercise. 1. Click the View tab to see the command groups that are available. 2. In the Views group, click the Read Mode button to change the view of the document as shown in Figure 2-4. The document page layout changes with an increased font size for

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