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Step 1 ? To start a new document, click the File tab and then click the New option; this will display the Available Templates. Step 2 ? Microsoft Word provides a list of templates arranged under Sample Templates or you can download hundreds of templates from office.com which are arranged in different categories.

Use Templates in Word 2010 - Tutorialspoint

1 About this guide This is a guide that targets the task of writing a Master Thesis at the Faculty of Law, University of Oslo. This guide is based on Microsoft Word 2010, the illustrations used are taken from Microsoft Word 2010. Juritekets primary task is to offer students IT-support at the Faculty of Law, questions

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User manual Microsoft Word 2010 (66 pages)

Word 2010 Tips and Tricks. When working in Microsoft Word 2010, don't forget these handy tips and tricks to get something done quickly or to format your text more in a more pleasing way. Press Ctrl+Enter to start a new page. A manual page break is inserted, which forces a new page automatically.

Word 2010 For Dummies Cheat Sheet - dummies

Go to the ribbon, select File, then select New . Select a template style. In the template preview screen, select Create . If you don't like any of the options shown on the main screen, choose one of the categories at the top of the screen, or use the search bar to perform a search.

How to Create and Use Microsoft Word Templates

You can download free, pre-built document templates with useful and creative themes from Office when you click File > New in your Office app. Templates can include calendars, business cards, letters, cards, brochures, newsletters, resumes, and much more. You can use any template you download as-is, or

you can customize it to meet your needs.

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Office templates & themes

Word templates also host a massive selection of paired resumes and cover letters, which were professionally created to help you score that perfect job. Microsoft Word templates are ready to use if you're short on time and just need a fillable outline for a flyer, calendar, or brochure.

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Word help & learning - Microsoft Support

Once you have installed the MS Word software, open the program. It will redirect you to a welcome screen where you can choose a Blank document or any of the pre-made Word templates. Choose the academic or legal document template that best fits your project. 3. Open an Existing Document. Once you are already in Microsoft Word, you can also edit an existing document. To do this, go to the menu bar and look for File. Then, click Open.

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