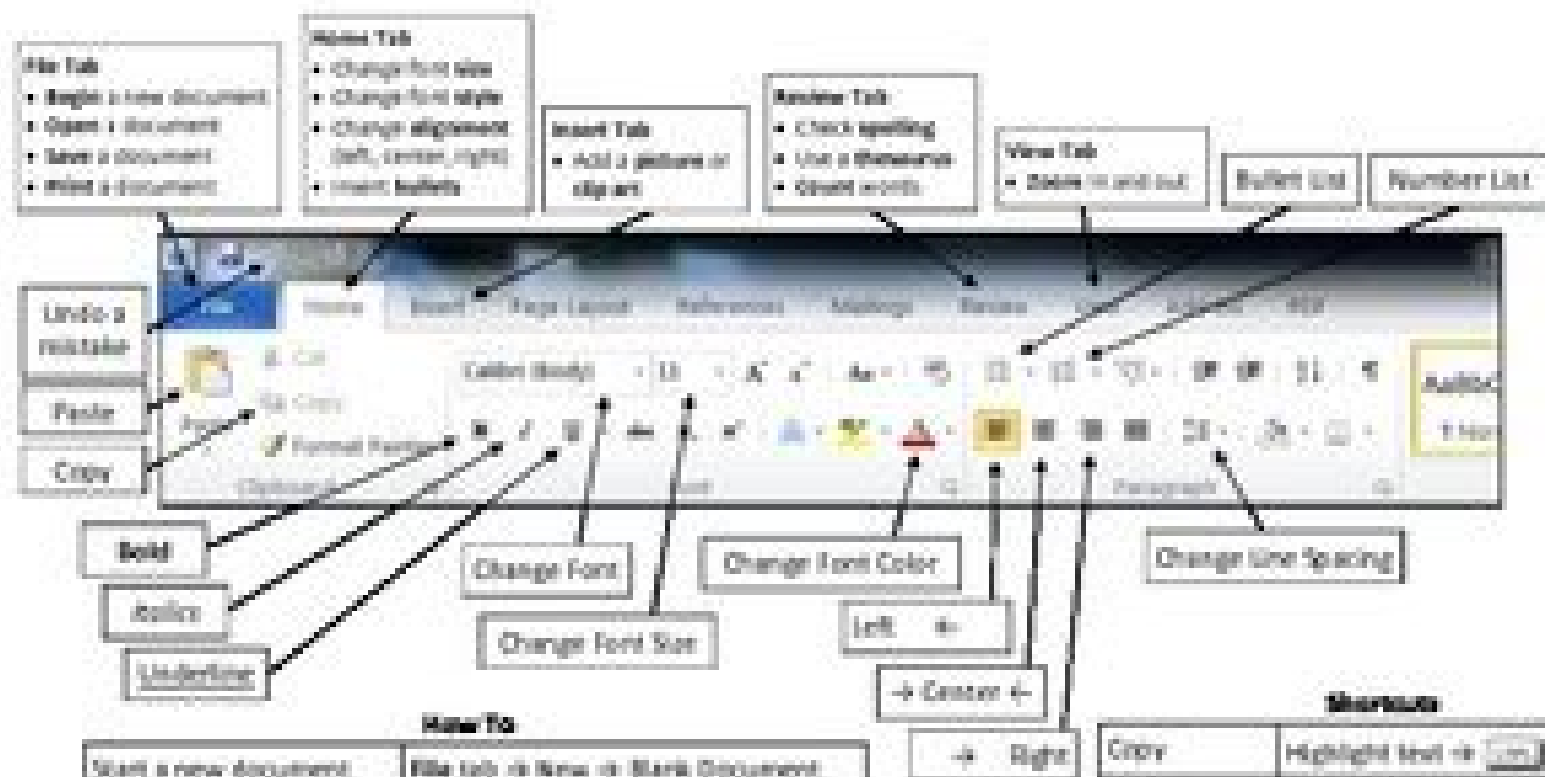


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Open a saved document	File tab → Open
Check spelling	Review tab → Spelling & Grammar
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Paste	Place cursor → Home tab → Paste
Save	File tab → Save
Number pages	Insert tab → Page Number

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Save	Ctrl + S
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**Errin O'Connor, Johnathan
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