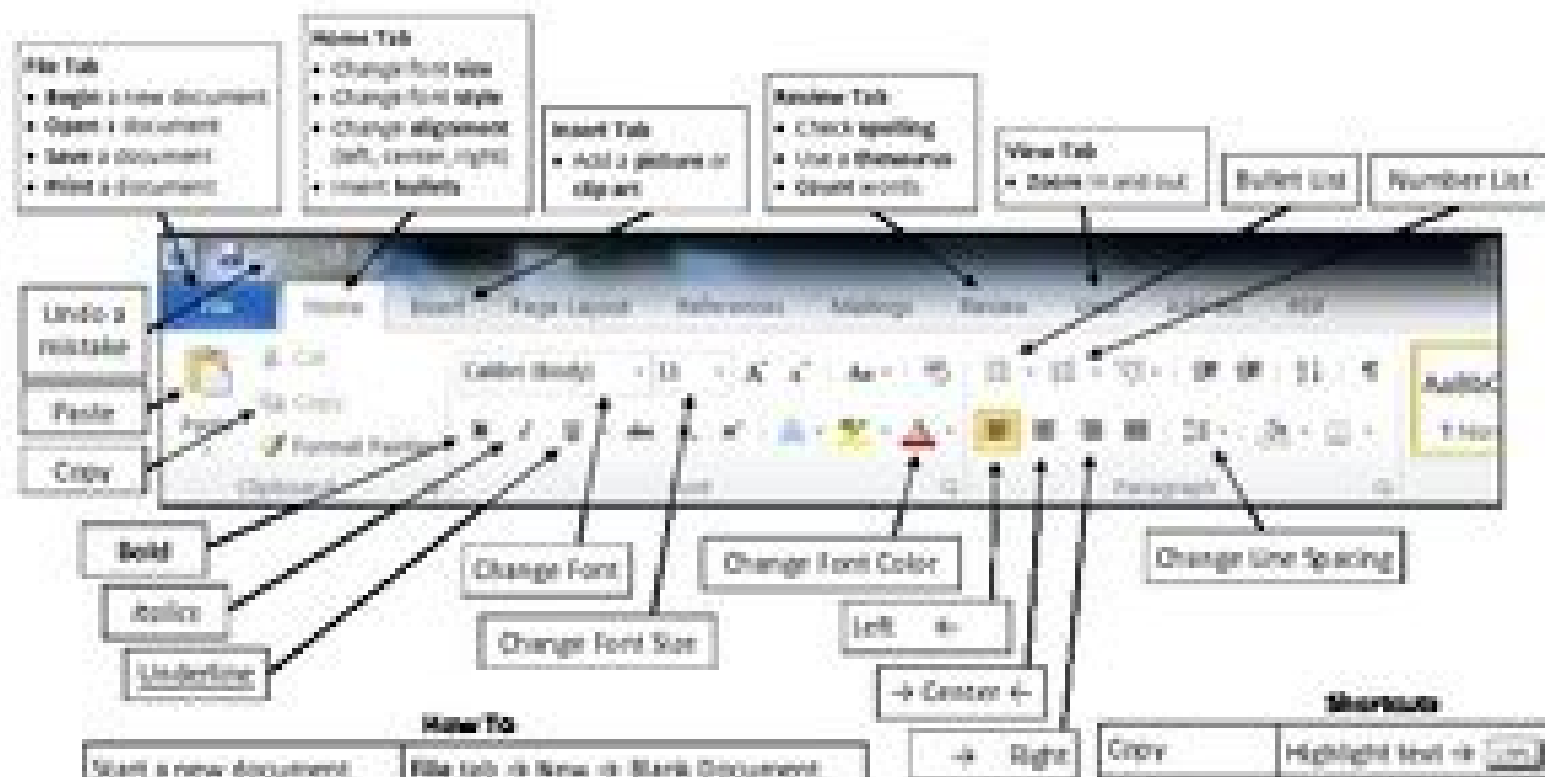


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Open a saved document	File tab → Open
Check spelling	Review tab → Spelling & Grammar
Print	File tab → Print
Copy	Highlight text → Home tab → Copy
Paste	Place cursor → Home tab → Paste
Save	File tab → Save
Number pages	Insert tab → Page Number

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