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How To Retrieve Unsaved Document From Word

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- Track a document's changes as well as comment on and review changes by others both locally and remotely.
- Use Word's navigation and view features to improve productivity.
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- Perform common tasks through simple formatting techniques.
- Quick Parts: customizing AutoCorrect, AutoFormat, and memorizing keyboard shortcuts.
- Troubleshoot the most frustrating formatting problems experienced by Word users.
- Create more universally accessible documents by adding Alt Text using the accessibility checker and other Word features.

Who this book is for: Authors, copywriters, teachers, professionals, and everyone else who uses Word on a daily basis but is still a little intimidated by it. You will get a lot out of this book. You won't need any prior knowledge of Microsoft Word's advanced functions to get started, but the basics like open, save, copy, and paste are a must.

[The Unofficial Guide to Microsoft Office Word 2007](#) David J.

Clark, 2008-02-11

The inside scoop for when you want more than the official line. Microsoft Office Word 2007 may be the top word processor, but to use it with confidence, you'll need to know its quirks and shortcuts. Find out what the manual doesn't always tell you in this insider's guide to using Word in the real world. How do you use the new Ribbon? What's the best way to add pictures? From deciphering fonts to doing mass mailings, first get the official way, then the best way from an expert.

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