## Word 2021 & 365 Introduction

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#### Quick Reference Guide

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#### Interface Terms

#### Understanding the Start Screen & the Ribbon

Use the Start Screen to open an existing file or create a new document. The Start Screen launches when starting Wood without a document. If a document is open, choose the "file" tab in the Ribbon to enter Backstage View and then select "New" or "Open" from the menu for similar options.



The **Ribbon** is displayed along the top of the application window. The Ribbon is divided into tabs. Within these tabs are different groups of commands that perform various functions, accessed through the use of buttons. Power, and menus.



#### Interface Basics

#### Using the Ribbon

- To hide and show the contents in the Ribbon, double-click the active tab in the Ribbon.
- To change button groups shown in the Ribbon, click the tabs at the top of the Ribbon.
- To show or hide "Contextual" tabs, click to select or click away to de-select the object.
- To access commands, click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
- To access advanced options, click the "Dialog Box Launcher" button in a button group, if available. [6]

#### Using the File Tab & Backstage View

- To open "Backstage View" and perform file management, click the "File" tab at the left end of the Management.
- To see additional options for a command, click on a command in the left section of "Backstage View."

#### Using the Quick Access Toolbar

- To show or hide the Quick Access Toolbar, click the "Ribbon Display Options" button in the Ribbon and select "Show for Midel Quick Access Toolbar," —
- To change the location of the Quick Access Toolbar, click the "Customize Quick Access Toolbar" button and select either "Show Below the Ribbon" or "Show Above the Ribbon." (III III III)
- 3. To add a button, right-click on a command button or function in the Ribbon and choose the "Add to Ouick Access Toolbar" command.
- To remove a button, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
- 5. To access advanced outtomization, click the "Customize Quick Access Toolbar" button, select "More Commands" and then a command group from the drop-down at the top of the left column. To add a command, select it on the left, click the "Add" button and then "OK." To remove a command, select it on the right, click the "Remove" button and then "OK."

#### **Enabling and Disabling Touch Mode**

- Click the "Customice Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.
- Click the "fourty/Mouse Mode" button that appears in the Quick Access Toolbar and select either "Mouse" or "Touch." (c) □ (B) (B = | v)

#### Using the Status Bar

The Status Bar runs along the bottom of the program window. By default, it contains document view buttons and the Zoom Slider B B B C Contains To customize the Status Bar, right-click anywhere on the Status Bar and check (to display) or un-check (to hide) any available features.

#### Changing Document Views

- Click one of the three "View" buttons at the far-right of the Status Bar or click the "View" tab in the Ribbon and click one of the views in the "Views" group.
- To use the "Zoom Silder," click and drag the slider control at the far-right end of the Status Bar.
- To use a preset magnification, click the "View" tab in the Ribbon and then click the "Zoom" button in the "Zoom" group to select a magnification and click "OK." [3]

#### File Management

#### Creating New Documents

Click the "File" tab in the Ribbon and select "New" from the menu on the left within flackstage View.

- To create a new document, click either the BLANK document thumbhail or a template thumbhail (and any available variants) and then click the "Create" button.
- To find online templates, click a "Suggested searches" link or type in the "Search for online templates" text box and press "Enter" or click the "Start searching" button. (a)
- 3. To view custom templates, click the "Personal" link.
- To pin templates to the "Featured" list, hover over the template and click the "Pin to list" button.

#### Saving Documents

To overwrite a file that has already been saved, click the "File" tab in the Ribbon and click the "Save" command at the left of Backstage View.

To save a document for the first time or to save a document with a different name or in a different location:

- 1. Click the "File" tab in the Ribbon and click the
- "Save As" command at the left of Backstage View.
- Click to select a location ("This PC," "OneOrive," or other location, such as a ShareFoint Server for some Office 365 subscribers.
- Click a folder name or the "Browse" button.
   Navigate to the location where you want to save the
- file in the "Save Ao" dialog box.

  5. Type a name in the "File name" text box and click the "Save" button.

  5. \*\*Table \*\* button.\*\*

  5. \*\*Table \*\*Tabl

### Saving Documents as a PDF or XPS

PDF and XPS are standardized file formats that can be read and printed with a free copy of Adobe Reader or XPS Reader and don't require Office to be installed to view the files. To save a file as a PDF or XPS:

- 1. Click the "File" tab in the Ribbon and choose the
- "Export" command at the left of Backstage View.

  2. Click the "Create PDF/XPS Document" command in
- 3. Click the "Create PDF/XPS" button. .....
- Navigate to the location where you want to save the file in the "Publish as POF or XPS" dialog box.
- Type a name in the "File name" text box, choose either "PDF" or "XPS Document" from the "Save as type" drop-down, and click the "Publish" button.

#### Opening Documents

Click the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View, if necessary. To gith a recent document to the "Planed" list for easy access later, hover over the file and click the "Fin this item to the list" push pin. [sh] To set pin, click it again.

To open a document, click to select a "Recent" or "Pinned" file. Or

- Click to select the file's location ("This PC," "OneDrive," or other location).

#### **Opening Files Containing Macros**

Macros are small programs that perform frequent tasks within applications. Macros are usually harmless, but can contain malicious code, By default, Office disables macros. If the file is from a trusted source, enable the macros by dicking the "Enable Content" button in the Message Bar. [IndexContent]

#### Recovering Unsaved Documents

- Select the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.
- Select the "Recent" command in the "Open" area in the middle pane.
- 3. Click the "Recover Unsaved Documents" button at
- the bottom of the "Recent" pane. It was more to a 4. Select the file in the "Open" dialog box in the
- Select the file in the "Open" chang box in the unsaved files folder.
- 5. Click the "Open" button. | In-

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# **Microsoft Word 20guide**

**Pei-Luen Patrick Rau** 

#### **Microsoft Word 20guide:**

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The conference was held virtually due to the corona pandemic The total of 1439 papers and 238 posters included in the 40 HCII 2020 proceedings volumes was carefully reviewed and selected from 6326 submissions The regular papers of Cross Cultural Design CCD 2020 presented in this volume were organized in topical sections named Cross Cultural User Experience Design Culture Based Design Cross Cultural Behaviour and Attitude and Cultural Facets of Interactions with Autonomous Agents and Intelligent Environments The Engineer ,2017 Advancing Online Teaching Kevin Kelly.Todd D. Zakrajsek,2023-07-03 The goal of teaching online is fundamentally the same as teaching face to face facilitating the learning of all students to the greatest extent possible This book differs from other books on online teaching in that in the process of offering guidance on course design and planning developing outcomes and appropriate engaging activities managing the workload and assessment the authors pay explicit attention throughout to the distinct and diverse needs of students and offer effective strategies to accommodate them in a comprehensive and inclusive way by using the principles of Universal Design for Learning By following those principles from the outset when planning a course all students will benefit and most particularly those whom the research shows have the greatest achievement gaps when taking online courses males first generation and low income students those from underrepresented minority groups the academically underprepared students with disabilities and those with limited online access or lacking readiness for online learning Beyond good planning and design Kelly and Zakrajsek offer ideas for creating inclusive course environments and activities such as using culturally appropriate content and making it accessible in multiple formats They also share methods to foster faculty learner interaction and increase personal connections with students and among students through group activities or learning communities which are so critical to motivation and success Faculty new to online teaching as well as more experienced readers will find a wealth of practical guidance on developing and honing both fully online and blended courses and as importantly a wealth of proven ideas to help the new generation of students with diverse needs to succeed Digital Records in Africa Mpho Ngoepe, 2022-05-23 Managing Digital Records in Africa draws on the research work of the InterPARES Trust ITrust project that investigated interrelated archival issues focusing on legal analysis infrastructure trust authentication and education within the African context This research focused book provides a legal analysis and systematic assessment of how African institutions manage digital records in four countries i e Botswana Kenya South Africa and Zimbabwe It also examines the extent to which records are managed using Internet based applications trust in such records and digital record authentication to support the auditing process Finally it provides a curriculum analysis in digital records at institutions of higher learning in 38 African countries The book's case studies illustrate the threads of discussion which span the ITrust domains of legislation infrastructure authentication trust and education in archives and records management The book can be used as a premier reference source by private and public organizations researchers educators archivists records managers and postgraduate students to make informed decisions about digital records records management systems cloud

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A handbook of tactics, by W.H.

James Walter Haweis James, 1895

Discipline: Its Reasons and Battle-value Stewart Murray, 1893

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web sep 10 2023 it has nutritional bilateral and interaction with the ecosystem s biotic components the limbs of a food chain are plants and animals that are successively dependent on one another it has three to four trophic levels the highest level is 5 shorter food chains mean more available energy and vice versa

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web a food chain shows how energy is transferred from one living organism to another via food it is important for us to understand how the food chain works so that we know what are the important living organisms that make up the food chain and how the ecology is balanced photosynthesis is only the beginning of the food chain

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web food chain is a linear sequence of organisms which starts from producer organisms and ends with decomposer species

food web is a connection of multiple food chains food chain follows a single path whereas food web follows multiple paths from the food chain we get to know how organisms are connected with each other

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web may 9 2023 a food web consists of all the food chains in a single ecosystem each living thing in an ecosystem is part of multiple food chains each food chain is one possible path that energy and nutrients may take as they move through the ecosystem all of the interconnected and overlapping food chains in an ecosystem make up a food web

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