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Word help & learning - Microsoft Support 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.

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.

Microsoft Word 2010 Templates - AddictiveTips

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.

Ms Word 2010 Template Guide

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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.

Word 2010 For Dummies Cheat Sheet -
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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.

User manual Microsoft Word 2010 (66

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plan your next family vacation with
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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
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handy tips and tricks to get something done
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