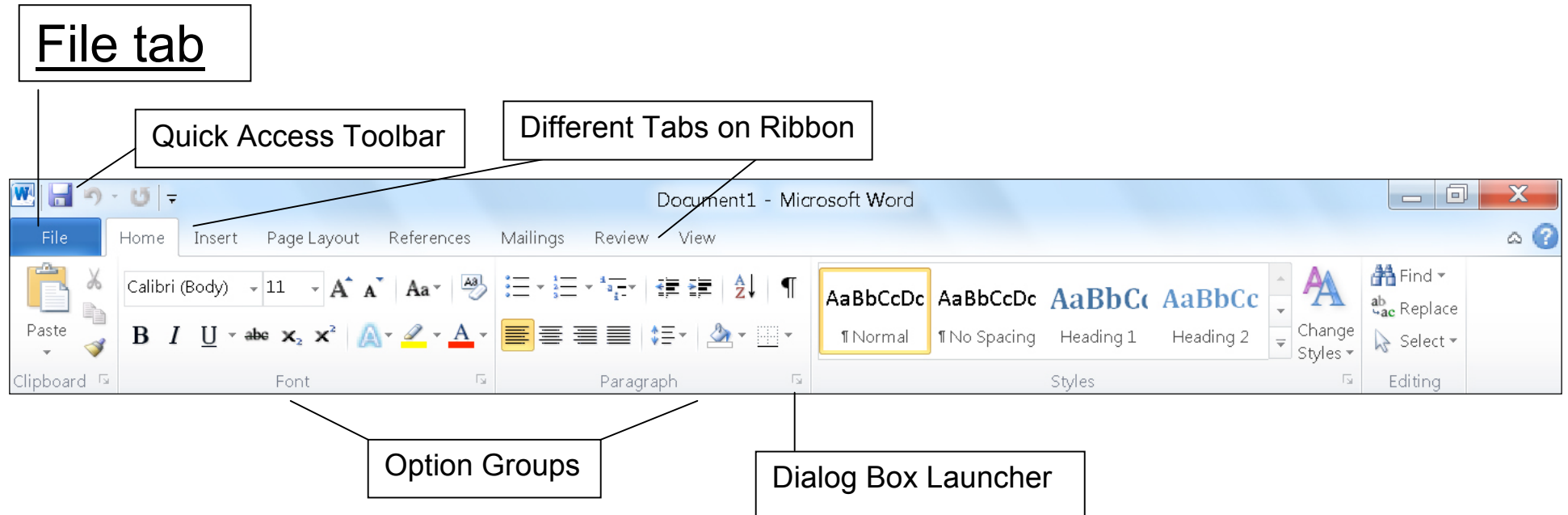
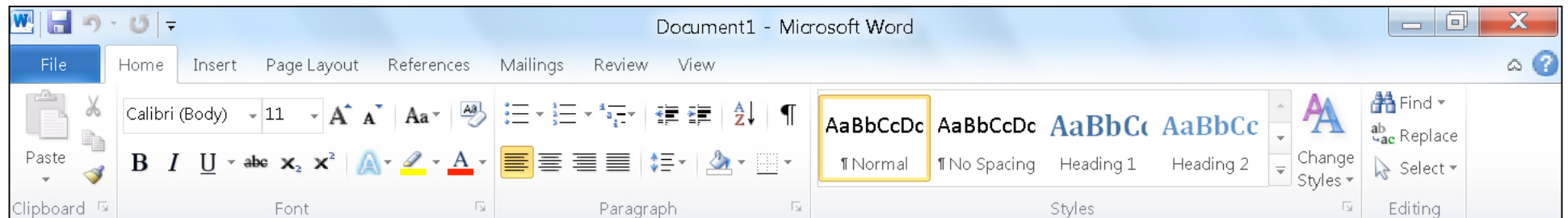


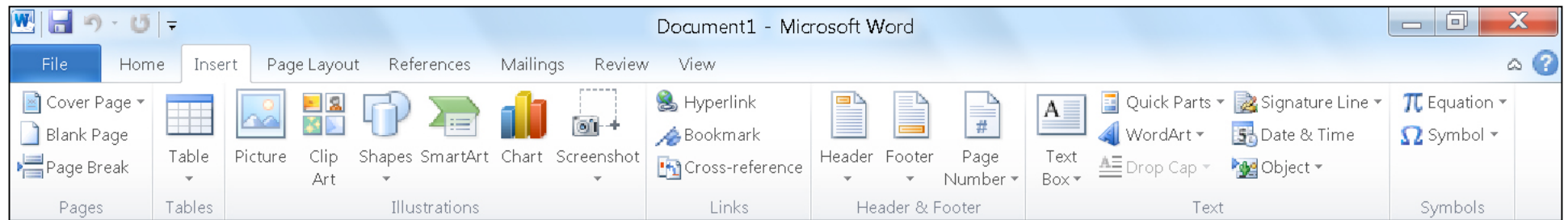
MICROSOFT WORD RIBBON



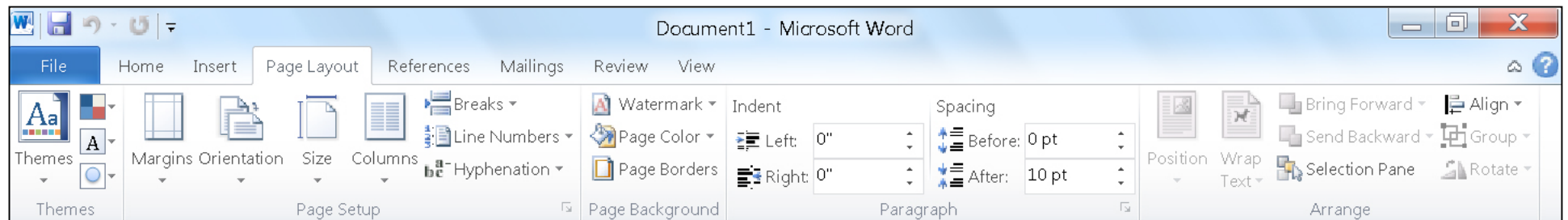
Home tab



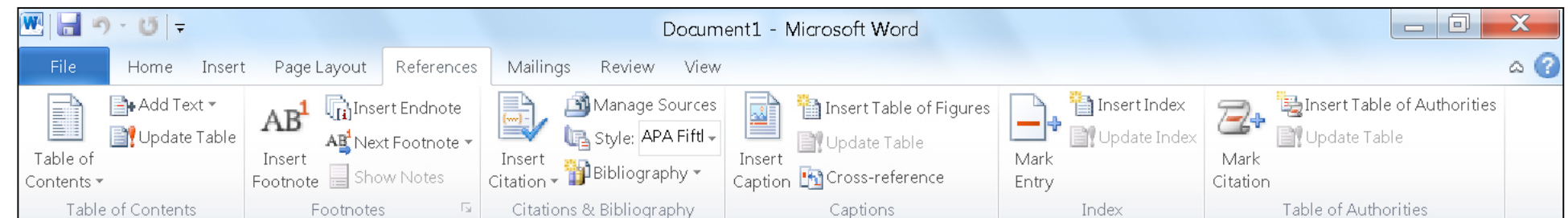
Insert tab



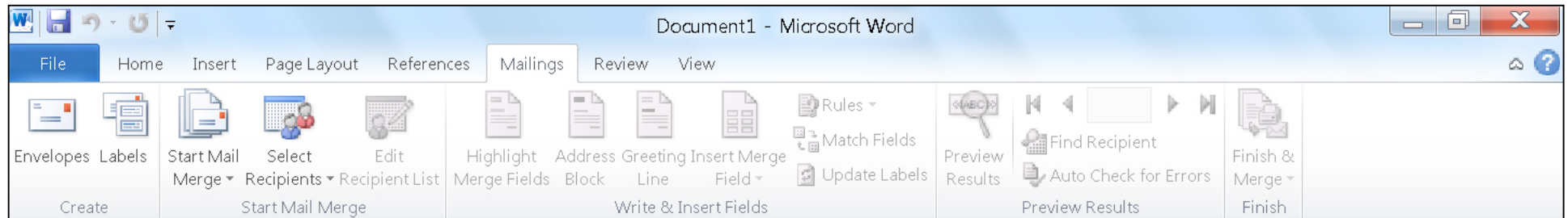
Page Layout tab



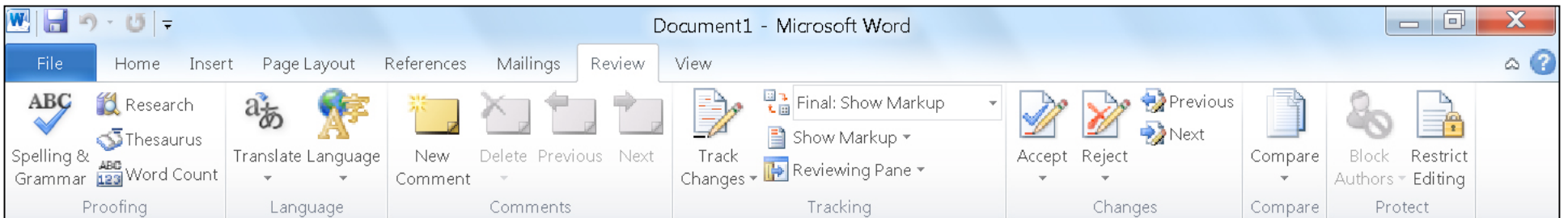
References tab



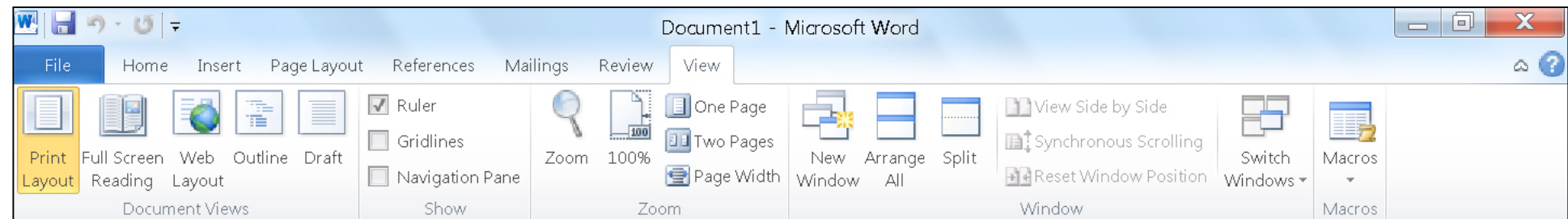
Mailings tab



Review tab



View tab



NOTE: All activities performed by clicking icons on a ribbon can also be completed using the keyboard, for example:

Alignment Shortcuts

Center	Ctrl + E
Left	Ctrl + L
Right	Ctrl + R
Justify	Ctrl + J

Formatting Shortcuts

Select All	Ctrl + A
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Undo	Ctrl + Z
Redo	Ctrl + Y

File Tab	Alt + F
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Line Spacing Shortcuts

Single Space	Ctrl + 1
Double Space	Ctrl + 2
1 and 1/2 Space	Ctrl + 5

Program Shortcuts

Cancel an action	Esc
Open	Ctrl + O
Save	Ctrl + S
Print	Ctrl + P

Move to a Task Pane	F6
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