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reports, and
more. Create a
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Open Word. Or,
if Word is
already open,
select File >
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Google Docs: Page 16/46

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headings, or to facilitate note taking. Have a child or student who's reluctant to write? Try a fill-in-story template in Word to stoke their creativity.

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Blank document and then click Create. The way that most people open up a new blank document, though, is much easier though.

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2010

Follow the steps
below to make

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located in the top menu bar. 3. On the File Menu, scroll down and click on the Options tab. 4. On the Word Options screen, scroll down to "Start Up Options" section and uncheck Show the Start screen Page 22/46

when this application starts option.

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the menu on the left, and then select Blank Document in the gallery of templates displayed. You can also type Ctrl+N to open a new document. Microsoft Word offers several options for opening a new Page 26/46

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contents. I tested this document with another computer (created on MAC and then tested it. on Word2018/Win10) and printer and it does the same thing.

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server, so be sure to save your text somewhere safe when you're done. You can configure your page by setting constraints like word goal and time limit that will challenge and enhance your creativity. Page 33/46

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Blank Page Open Microsoft Word Document containing blank page/pages in the Middle of Document, click on the View tab located in the top menu bar and select Print Layout. Next, click on the Page 34/46

Zoom Icon and adjust the Zoom to 20%. This will allow you to view multiple pages in the document, making it easy to find a blank page in the middle of a Word Document.

How to Delete Blank Pages in Page 35/46

Microsoft Word Document. Create a New Document Once you have installed the MS Word software, open the program. It will redirect you to a welcome screen where you can choose a Blank document or any Page 36/46

of the pre-made Word templates. Choose the academic or legal document template that best fits your project.

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pointer to the exact location in the Microsoft Word document you want to insert a blank page after. Navigate to the Insert tab in Microsoft Word's toolbar. Click on Blank Page. As soon as you do so, an entire Page 38/46

blank page will be added to the document after the exact point of the document your mouse pointer was at.

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want a matching resume and cover letter combination, you can find templates for Word that fit your needs.

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So this is how you can skip the Page 43/46

default Start Screen of MS Word and head straight to a blank document. Also, with the font and size of your choice, all you need to do is launch Word to get started...

How to Get Word Page 44/46

2016 to Open to a Blank Document A new blank document appears in the Word window. You can access templates that are installed on your computer or on Office Online, Click the Microsoft Office button Page 45/46

and select New. You can create blank documents and access templates from the dialog box that appears.

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