



Calibri (Body)

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Search the menus

Cut

Copy



Paste Options:



Font...



Paragraph...



Search



Synonyms



Read Aloud



Translate



Link



New Comment

Calibri (Body)

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Word Document

Themes and styles also help keep your document looking professional. When you click Design and choose a new Theme, the pictures, characters, and colors that appear in your document match your new theme. When you apply styles, your heading and paragraph styles are applied to the text in your document.

Save time in Word with new built-in themes. To change the way a picture fits in your document, click the picture. To change the way a table appears next to it. When you click the table, click the plus sign. To change the way a table appears next to it. When you click the table, click the plus sign.

Reading is easier, too, in the new Reading view. To focus on the text you want. If you need to focus on a specific part of the document and focus on a specific part of the document, Word remembers where you left off - even on another device.

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Paragraph Spacing

Heading 1

Heading 2

Title

Styles

Find

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Editing

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Voice

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