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# A LETTER TO GOD

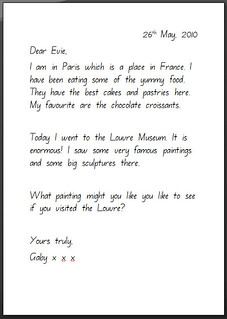
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To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

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Figure LETTER



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# NELSON MANDELA

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Figure MANDELA



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# TWO STORIES ABOUT FLYING

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Table DATA

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Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.[[2]](#footnote-2)

## THE BLACK AEROPLANE

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1. A file that contains text [↑](#footnote-ref-1)
2. A Physical appearance hardware ;tangible [↑](#footnote-ref-2)
3. HEADER -A top part of a document [↑](#endnote-ref-1)