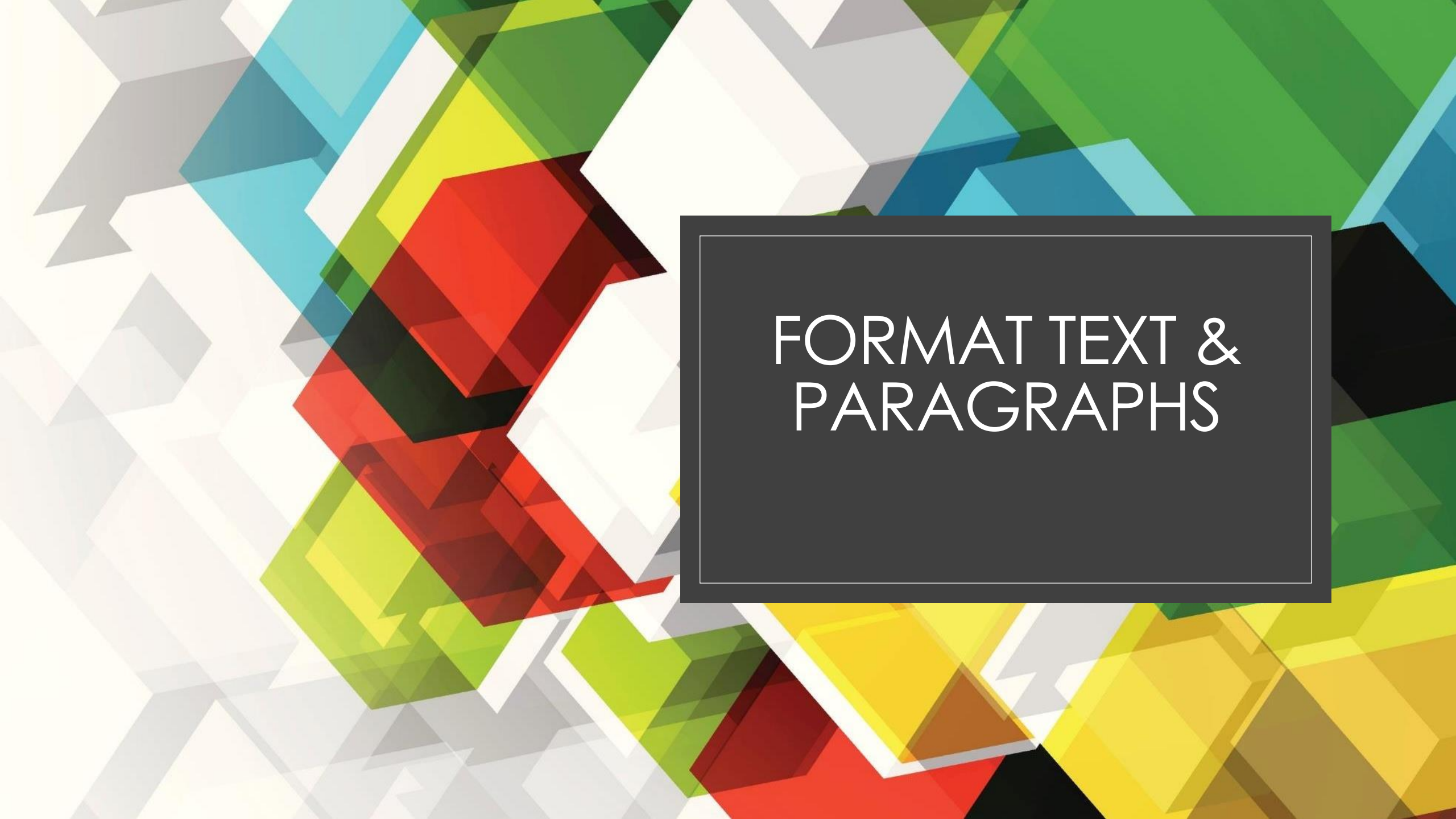
FORMAT TEXT &
PARAGRAPHS

FORMAT TEXT & PARAGRAPHS

INSERT TEXT AND PARAGRAPHS

FORMAT TEXT AND PARAGRAPHS

ORDER AND GROUP TEXT AND PARAGRAPHS

1. INSERT TEXT AND PARAGRAPHS

PASTING AND APPENDING TEXT DOCUMENTS

FINDING AND REPLACING TEXT

INSERTING SYMBOLS AND SPECIAL CHARACTER

INSERTING TEXT VIA AUTOCORRECT

INSERTING PROPERTIES & FIELDS

- FORMATTING TEXT BY USING THE REPLACE COMMAND
- FORMATTING TEXT BY USING FORMAT PAINTER
- CREATING WORD ART
- SETTING PARAGRAPH INDENTION & SPACING
- DISPLAYING CONTENT IN COLOMNS
- APPLYING STYLES TO TEXT
- CLEARING FORMATTING AND STYES

2. FORMAT TEXT AND PARAGRAPHS

3. ORDER AND GROUP TEXT AND PARAGRAPHS

MANAGING PAGE BREAKS

MANAGING PARAGRAPH BREAK

CREATING DOCUMENT SECTION