BREADS

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To get started straight away, simply tap any placeholder text (such as this) and start typing.

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To apply any text formatting you can see in this menu with just a tap, in the Home tab of the ribbon, take a look at Styles.

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Want to insert a picture from your files or add a shape or text box?

No problem! In the Insert tab of the ribbon, simply tap the option you need.

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Find even more easy-to-use tools in the Insert tab, such as tools to add a hyperlink or insert a comment.