

Quick Office User Guide

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Quick Reference Guide. An Office 365 Program Screen. Office Fundamentals. Create a Blank File: Click the Filetab, select New, and click the Blanktemplate; or, press Ctrl+ N. Create a File from a Template: Click the Filetab, select New, search for a template category or select a search suggestion, select a template, then click Create.

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Apache OpenOffice User Guide - Apache OpenOffice Wiki

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