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Joan is a Microsoft
Certified Professional,
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Master (for Office 2013,
Office 2010, and Office
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Microsoft Certified Technology Associate (for Windows), Microsoft Dynamics Specialist, and Microsoft Certified Trainer. Joyce Cox has 20+ years' experience developing training materials on technical subjects for non-technical audiences, including dozens of books about Office and Windows.

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Highlight Programs 3.

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4. Click on Microsoft Word

2010 Create a New Document

1. Click the File tab and

then click New. 2. Under

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