

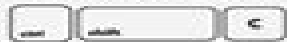


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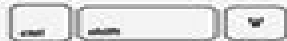
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## Adding place holder text

In word. Simply type  
=lorem(5,2) Then hit enter.

## Making the file size smaller

Select any image > Choose Format from the ribbon > Compress pictures.

## Selecting words at random

Hold Ctrl + Shift and drag different words or sentences to select them at once.

DATE

TIME

LOCATION  
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To replace **###placeholder text (such as this)**, just click it! We think this beautiful **###** makes a great statement (but you'd like to try a bit of customizing, to make it your own the colors and **###** with just a click. To explore your options design take all the ribbon, check out the Themes, Colors, &

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## Make a font bigger or smaller

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# Microsoft Office Word Cheat Sheet

**M Walker**



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contact details such as phone number and address use a professional tone be clear and concise go straight to the point and  
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