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default formatting. Creative
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on File => then Options. Do as I ' ve

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also done in bellow img. Do as I ' ve also done in bellow img. Step-2) OK, now click on Advanced => then Display options.

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Open a new Word document and go

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to the "Insert" tab. Note that anything that can be inserted into a Word document is located in the "Insert" tab. Click on the exact location you intend to insert picture in Word and then click on "Pictures". This will browse the image file stored in the system. Select the picture you want to

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On the Windows 10 desktop, click the Start button. The Start menu appears (see Figure 1-2). Start Word 2. On the Start menu, locate Word 2016 and click the icon.

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Open up a blank Word document. Next, head over to the “ Mailings ” tab and select “ Start Mail Merge. ” In the drop-down menu that appears, select “ Labels. ” The “ Label

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Options ” window will appear. Here, you can select your label brand and product number. Once finished, click “ OK. ” Your label outlines will now appear in Word.

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Step 1, Select Insert > Shape. You ' ll find the " Insert " menu at the top of the screen. Mac users will see a menu of shapes appear on the right side of the screen. PC users will see a drop down menu of shapes. Step 2, Select a 3D shape. As you scroll through the available shapes, you ' ll see a small

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selection of pre-formatted 3D objects, including a cube, a cylinder (“ can ”), and a bevel. Click on your desired shape to select it. Step 3, Draw your 3D shape. Click anywhere on your ...

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