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Lesson 1: Introduction to Word 2016 21 From the File menu select Open, locate the Work Files for Office 2016 folder and open it, then open the Work Files folder, then in the Practice. folder, open the document called Term Paper Now, with the Term Paper document open on the screen, take a look at the scroll bars.

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higher. VGA display of 800 × 600 or higher. 200 MB of available hard disk space.

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A keyboard is considered an output. Supercomputers are very complex computers that perform very complicated tasks. An example is a computer used by NASA. Everything is connected to this part of the computer. Microsoft Word and Excel are examples of this.

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EXAM SIMULATION ICDL MODULE 1 | COMPUTER ESSENTIALS

Builds the learner's confidence by teaching basic interaction with computers, from start-up to productive use and basic computer housekeeping. Module 3: Word Processing (Using Word 2016)
Helps the learner use a range of basic word processing software tools and techniques to produce appropriate, straightforward or routine documents.

Modules - University of Liverpool

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