

# Microsoft Word - Beginner

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Setting Bar Tabs  
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Removing Tabs

## Tables

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Accessing the Help Window  
Navigating the Help Window  
Using the Office Website  
Googling Help  
Printing a Help Topic

## A Guide to Brilliant Documents

Meeting Organisational Requirements  
The Four Pillars of Great Design  
Perfect Page Layouts  
Make It Readable  
Pictures Tell a Story  
The Tips and Traps of Writing