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key and scrolling the mouse wheel. 2. Using the zoom tool in the "view" tab. 3. Ctrl+Shift+z. 4. Using the zoom slider at the bottom right corner. I want to create a second copy of an opened document under a different name. What should I do? 3. ...

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a) Close the Word document and reopen it again. b) Click on the View Ruler button located at the top of the vertical scroll bar on the right-hand side of the screen. c) Double click in the ruler area to re-display the ruler. d) Click on the View Ruler button located at the top left hand side of the screen that looks like an L.

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Microsoft Word Test – Basic, Intermediate, Advanced and Expert Tests PREVALENCE. Microsoft Word is the most widely utilized, word processing application. It is used to create, edit and format documents. Microsoft Word comes with an extensive suite of tools, features and options that enable basic and advanced document creation. You can use Microsoft Word to:

- Create and format simple documents

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You, yes you, if you're here that means either you're a student or an employee. If you're a student and preparing for a computer exam, then look no further than this quiz. But if you're an employee, then this might be a good practice to test your Microsoft word skills, you might get to learn something that you didn't before.

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The interactive test simulates the usage of a real Microsoft Word program. You will be asked to

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complete different tasks on a Microsoft Word document, or a Microsoft Word simulation interface. The multiple-choice test requires no actual work on Microsoft Word. It does, however, expect you to know many of the software's characteristics by heart.

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