MENU

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To get started right away, just tap any placeholder text (such as this) and start typing.

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To apply any text formatting you see in this menu with just a tap, on the Home tab of the ribbon, check out Styles.

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Want to insert a picture from your files or add a shape, text box, or table?

You got it! On the Insert tab of the ribbon, just tap the option you need.

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Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink or insert a comment.