Microsoft Word – Lecture 10

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Page Numbers

Placement options

Format Page Numbers

Gallery

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Customize Word

Categories

Descriptions
Headers and Footers

- Formatting options
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Percent
Save a Document

Save as type arrow

Word 97 – 2003
Compatibility Mode

The Buffalo River

Beginning as just a trickle, the Buffalo National River runs down the Boston Mountains, flows north and then east through the Ozark Mountains, and 150 miles later it empties into the White River at Buffalo City.

The upper Buffalo displays unparalleled scenic beauty. This section of river winds past colorful and towering bluffs, waterfalls. The river also provides glimpses of wildlife such as beaver, mink, otter, deer, and eagles. The upper Buffalo National River wilderness is a remote, unspoiled location and one of the midwest America’s finest outdoor
Compatibility Checker

List of incompatible items

The following features in this document are not supported by earlier versions of Word. These features may be lost or degraded when opening this document in an earlier version of Word or if you save this document in an earlier file format.

Summary

<table>
<thead>
<tr>
<th>Feature</th>
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<tr>
<td>Content controls will be converted to static content.</td>
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<td>Shapes and textboxes will be converted to effects available in this format.</td>
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Backup Options

- Check to enable AutoRecover
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Document Inspector

Inspectors

Check for Issues

Inspect
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Select printer

Number of copies

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Document Properties panel

Properties arrow

Close

Summary

• Word processors have features that make it easy to create documents.
• Consider both the content and look of the document.
• Create copies of documents and back up changes at every opportunity.