

Essential Office 2016 Computer Essentials

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In Office 2016 you will continue to use menus and dialog boxes; but, as introduced with Office 2007, Office 2016 also uses what Microsoft calls Ribbons, which have greatly simplified navigation of the many cool features of the Office word processor (Fig 1.1). Fig. 1.1 Example of a Ribbon and its Groups in the Office 2016 User Interface

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