**LEARNING WORD PROCESSING**

**COPY 1**

A word processing program allows you to use a computer to enter text. The Microsoft Word program has many advanced features that give you enormous power over the appearance of your documents. You can print the text in a variety of typestyles and sizes, use columns or add graphics, just to mention a few possibilities.

**COPY 2**

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**COPY 4**

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**COPY 5**

A word processing program allows you to use a computer to enter text. The Microsoft Word program has many advanced features that give you enormous power over the appearance of your documents. You can print the text in a variety of typestyles and sizes, use columns or add graphics, just to mention a few possibilities.

**COPY 6**

A word processing program allows you to use a computer to enter text. The Microsoft Word program has many advanced features that give you enormous power over the appearance of your documents. You can print the text in a variety of typestyles and sizes, use columns or add graphics, just to mention a few possibilities.

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