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create and insert a chart or graph directly in Microsoft Word, follow the steps below. Open the Microsoft Word program. In the Ribbon bar at the top, click the Insert tab.

How to create a chart or graph in Microsoft Word

Open Microsoft Word and select a new blank document. Click Layout Tab, this is going to allow you to resize the page into a more proper flashcard size.

Under Layout > Orientation, select Landscape. In Layout > Size, select 4"x 6" size.

How to Make Flashcards on Word - Lifewire

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How to Convert a Microsoft Word Document to a PDF

Microsoft Office includes black and dark gray themes. Windows 10's system-wide dark mode won't affect Office apps, but you can choose a dark theme for Office apps like Microsoft Word, Excel, Outlook, and PowerPoint.. According to Microsoft,

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Office's dark mode is only available if you have a Microsoft 365 (previously known as Office 365) subscription.

How to Enable Dark Mode in Microsoft Office

Microsoft Editor goes beyond checking spelling and grammar so you can write with confidence. Get intelligent suggestions in the Editor Overview pane in Word and let Editor assist you across documents, email, and on the web.

Microsoft Word - Word Processing Software | Office

Open the "File" menu, and then click the "Save As" command. Select where you want to save your document. After typing a name for your template, open the dropdown menu underneath the name field, and

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then choose the “Word Template (*.dotx)” option. Click the “Save” button. That’s it.

How to Create a Template in Microsoft Word

Formatting Microsoft Word

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Head off to the File tab and click on Options. That will open the Word options window. Now, select Customize Ribbon and click on the first drop-down.

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