

ADMIN GUIDE



Author

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EMPHASIS

HEADING 1

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

HEADING 2

View and edit this document in Word on your computer, tablet, or phone. You can edit text; easily insert content such as pictures, shapes, or tables; and seamlessly save the document to the cloud from Word on your Windows, Mac, Android, or iOS device.

“Quote”

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.

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

HEADING 2

- *Use styles to easily format your Word documents in no time. For example, this text uses the List Bullet style.*
- *On the Home tab of the ribbon, check out Styles to apply the formatting you want with just a tap.*

	COLUMN HEADING	COLUMN HEADING
Row Heading	Text	123.45
Row Heading	Text	123.45