

Microsoft Word Quick Reference Guide

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word you want to look up and select Synonyms from the contextual menu. Select a word or select Thesaurus to search the Thesaurus. To Minimize the Ribbon: Click the Minimize Ribbon button on the Rib-bon. Or, press Ctrl + F1. Or, double-click a tab. Or, right-click a tab and se-lect Minimize the Ribbon from the con-

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