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wheel. 2. Using the

zoom tool in the

“view” tab. 3.

Ctrl+Shift+z. 4.

Using the zoom

slider at the

bottom right

corner. I want to

create a second

copy of an opened

document under a

different name.

What should I do?

3. ...

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Double click in the ruler area to re-display the ruler. d)
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Ctrl+P ? a) Pressing Ctrl+P will print your document. b) Pressing Ctrl+P will paste the contents of your document.

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means either
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an employee. If
you're a student
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