

How To Convert Word 2007 Document 2003

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Word 2003 • Format > Styles and Formatting to reveal the styles and formatting task pane. Word 2007 • Select the Home Ribbon in Word 2007 and select the proper heading from the styles group. Keyboard Shortcuts for Applying Styles in Both Versions of Microsoft Word • Ctrl Alt 1 - Heading 1 • Ctrl Alt 2 - Heading 2 • Ctrl Alt 3 - Heading 3

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When you copy text from Word (Excel, PowerPoint, etc.) to Moodle, you may see strange characters on the screen when you later view the page. To avoid that, you can first save the file in plain text (without formatting) and then copy text to Moodle. Open the File menu (Word 2003 or earlier) or the Office menu (Word 2007 or later) and select Save As.

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