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Microsoft MOS: Word 2013 Expert Certification Study Materials

Microsoft Office Specialist (MOS) Reference: Word 2013 (EXPERT) Page 1 Managing Versions of Documents If you close a previously saved documents without saving it, you can use the Versions feature to recover the most recent version. 1. Open the previously saved document. 2. Click the FILE tab, then verify that the Info tab is selected. 3.

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