

# Continuing Education -- Word ver 2007

Session No # 2  
File: CE-Word-2-Extra.doc

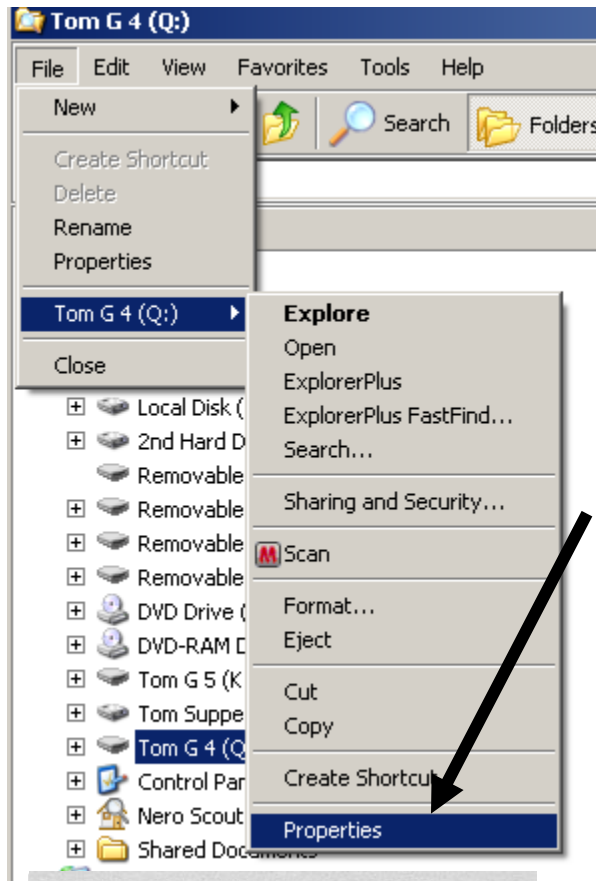
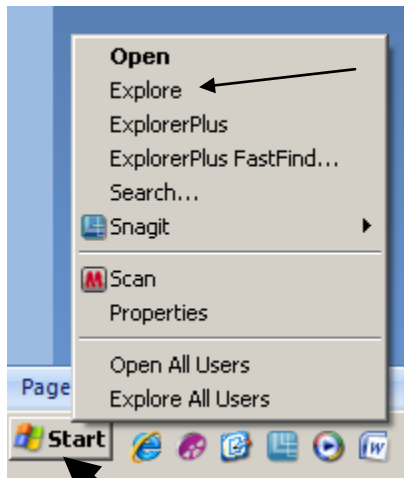
Date: March 16, 2011  
Tom Gerfen, CSIS Professor

Class Notes:

## EXTRA

Add your name to your USB / Flash/ Thumb drive

RMC

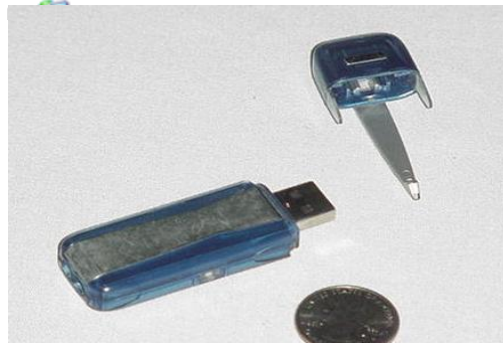


**Right** mouse click on START

Explore

File

drive name



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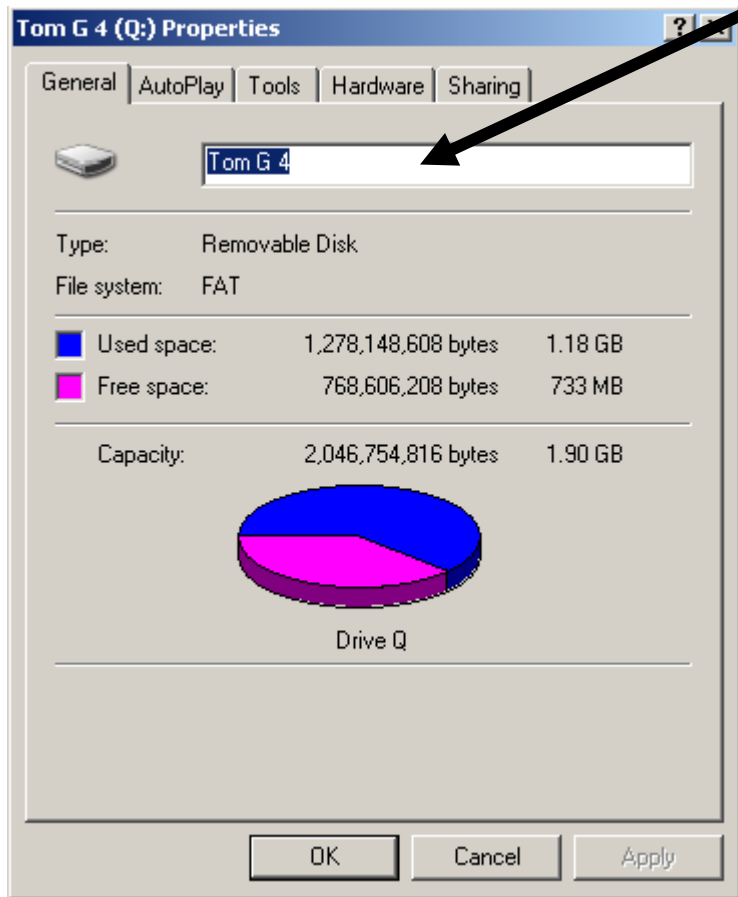
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Class Notes:

Properties

Up to 11 characters



Category	Value	Value
Type:	Removable Disk	
File system:	FAT	
Used space:	1,278,148,608 bytes	1.18 GB
Free space:	768,606,208 bytes	733 MB
Capacity:	2,046,754,816 bytes	1.90 GB

Drive Q

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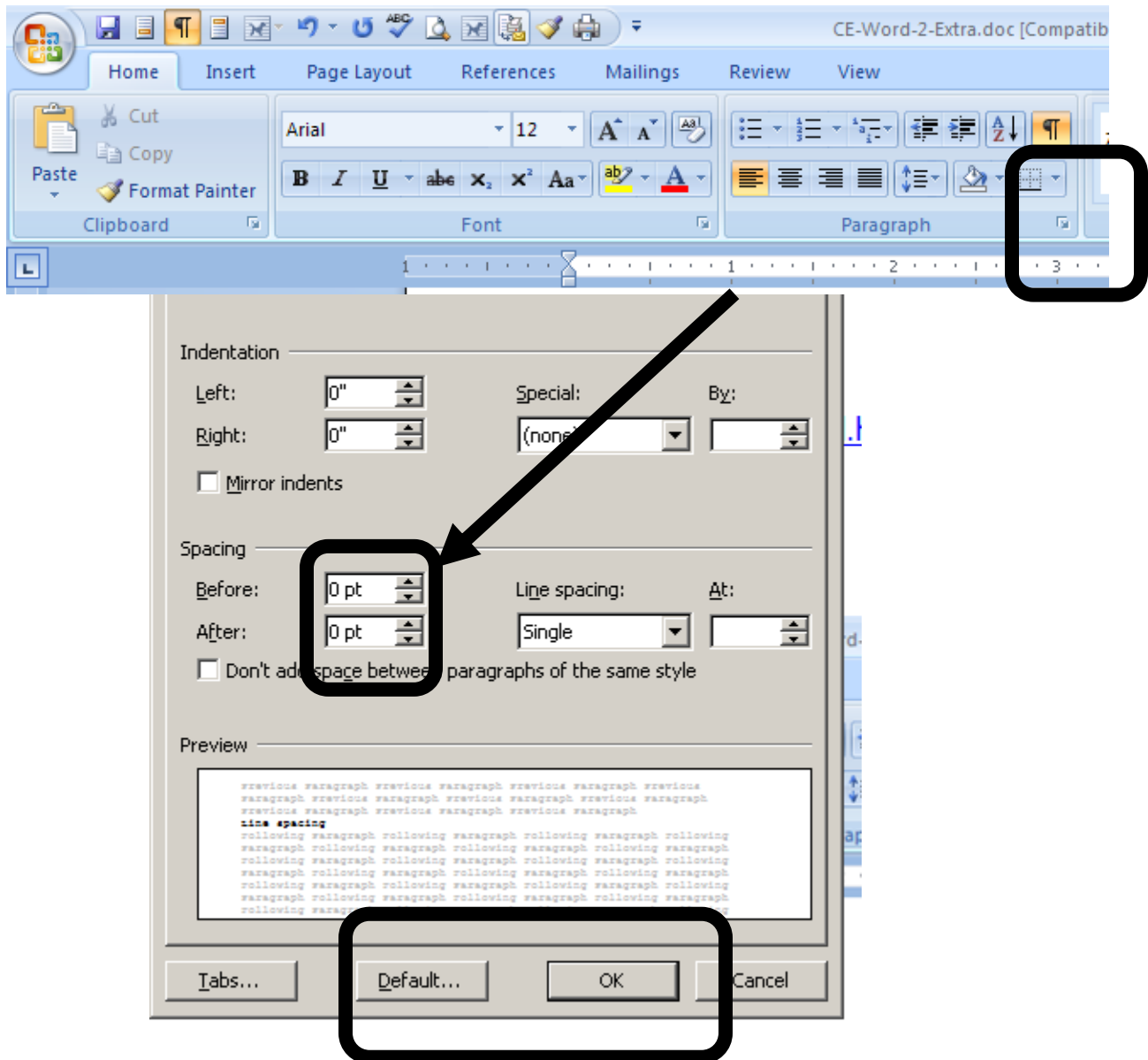
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Class Notes:

Class Web site (URL) <http://infotwg.com/Notes-Word-Excel.htm>

Line spacing



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### Class Notes:

Change and fix the FONT as the default font

