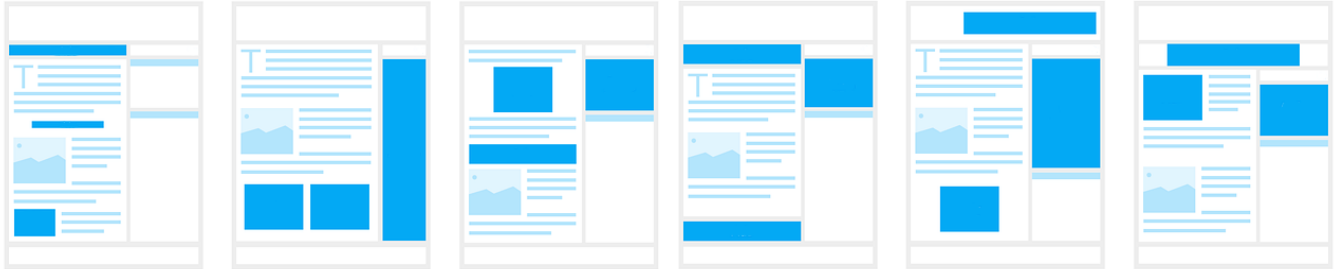


## 4.1: Why It Matters- Microsoft Word Intermediate Skills

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### Why learn to complete intermediate skills in Microsoft Word?

We have already learned to make documents clear and readable; however, there are other ways to make your document stand out and creatively engage readers, such as changing the basic layout of a page. In this module, we will cover some layout techniques and a few tools that will make documents easier to create and edit so you can really take control of Word.



### Contributors and Attributions

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