

[Company Name]  
[Project Name]

[Document Name]  
[Version Number]

### 5.4 Adding Notes

Use notes to highlight pre-requisites, shortcuts, and other actions that should be highlighted to the user's attention.

To add a text note, select the text you want to make into a note. Then, click **Note** from the styles drop-down menu.

**Note:** Insert your note here. Insert your note here. Insert your note here. Insert your note here. Insert your note here. Insert your note here.

### 5.5 Adding Warnings

Use warnings to highlight actions that may have a serious impact on the system, for example, when purging data, or may compromise the user's safety.

**Warning:** Highlight if damage to data, systems and/or individuals may occur if instructions are not followed carefully.

### 5.6 Adding Comments

Use this style when adding comments, quotes or other such devices to the text.

Add comments, Add quotes, Add comments, Add quotes, Add comments, Add quotes, Add comments, Add quotes, Add comments, Add quotes, Add comments, Add quotes, Add comments, Add quotes.

### 5.7 Adding Code Samples

Select your text and click **Code** from the styles menu.

```
Indent Number List: When a scheduled installation is missed. Indent Number List: When a scheduled installation is missed. Indent Number List: When a scheduled installation is missed. Indent Number List
```

# Microsoft Word User Guide

**VM Jensen**



## **Microsoft Word User Guide:**

**Microsoft Word User Guide** Darren Mercer,2024-10-07 Do you find yourself lost when trying to create format or edit documents in Microsoft Word Tired of battling with frustrating formatting issues or spending hours on tasks that should take minutes Microsoft Word is a powerful tool but without the right guidance it can feel overwhelming Many users struggle with finding the right features getting their documents to look professional or simply using Word to its full potential But there s a solution With Microsoft Word User Guide you ll finally unlock the full power of Word This guide offers clear easy to follow steps to help you master everything from creating your first document to using advanced formatting tools that make your work shine You ll learn how to streamline your workflow eliminate frustrating errors and produce documents that look clean and professional every time Stop wasting time and start mastering Microsoft Word today Grab your copy now and transform the way you work with documents [MICROSOFT WORD USER GUIDE FOR BEGINNERS](#) ELLIOT M. STARBRIDGE,2026

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