

2019 CANADIAN COST GUIDE

The trusted resource for Canadian real estate development and infrastructure construction costs

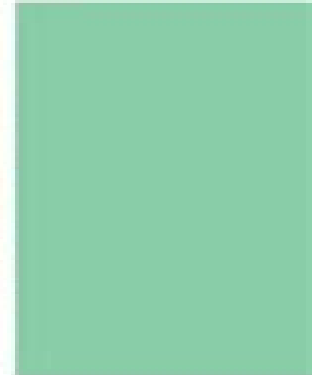


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web concepts controlling the look and location of text page controls adding interest to document using the ribbon 1 open word 2 type your name 3 press enter twice 4 type rand then press the enter key this will insert 3 paragraphs of text 5 select your name 6 center align your name home tab paragraph group center text button 7

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web hint layout tab page setup group margins button custom margins make changes click ok 9 at the end of the bulleted word pictures insert a page break hint insert your cursor insert tab pages group page break button 10 select the bottom two paragraphs of text on the second page 11

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web open a new microsoft word document by double clicking the icon on the desktop on the ribbon click the page layout tab in the page setup group click orientation two options should appear click landscape this will change the direction the document will print on a piece of paper portrait orientation prints the document vertically