

New Program Learning

Would you like to learn more about your computer programs?

Use that **HELP (?)** menu.

Below are just the first 25 help features in my MS Word Program

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[Enable keyboard layouts for different languages](#) [Help](#) > [Working in a different language](#)

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[Save a file to a SharePoint library or another Web location](#) [Help](#) > [Collaboration](#) > [Using SharePoint sites to collaborate](#)

Word Options (Save)

Save a file for use in an earlier version of Office [Help](#) > [File management](#)

Compatibility Mode is turned off when I save my document in Word 2007 format
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Choose text encoding when you open and save files [Help](#) > [Working in a different language](#)

Save and recover a backup copy of a document [Help](#) > [Saving and printing](#) > [Saving](#)

Save documents in a previous file format by default [Help](#) > [Saving and printing](#) > [Saving](#)

Apply, customize, and save a document theme in Word or Excel [Help](#) > [Formatting](#)

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