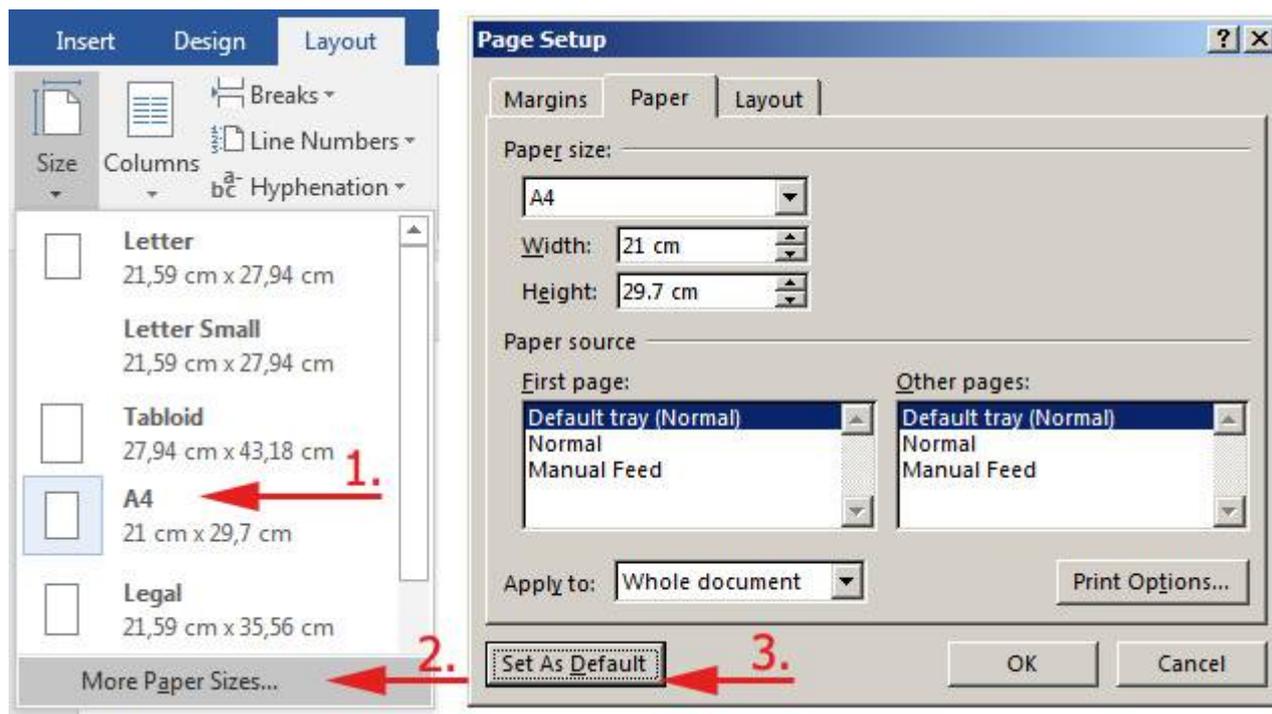# Assorted Software Tips&Tricks

Microsoft Office

MS Word

Set default page size for new documents

MS Excel

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