



Word 2013



Microsoft Word 2013 Lessons

**Lisa A. Bucki, John Walkenbach, Michael
Alexander, Richard Kusleika, Faithe
Wempen**

Microsoft Word 2013 Lessons:

Learning Microsoft Word 2013, Student Edition Amy Reyes, Suzanne Weixel, Catherine Skintik, Teri Watanabe, 2013-09-05 Learning Microsoft Word 2013 features a student friendly step by step format with clear full screen shots to engage readers and help them work independently This book is appropriate for Introductory Computing courses on Microsoft Office Applications or courses on Computer Concepts that include coverage of Word 2013 This book is also suitable for individuals interested in learning to use Microsoft Word 2013 effectively in their home life and career *Word 2013 eLearning Kit For Dummies* Lois Lowe, 2014-04-03 A step by step learning package to get you up and running with Word 2013 If you re eager to get started using the new Microsoft Word 2013 this self paced eLearning Kit is an ideal starting point Featuring a full color printed book and an online interactive eLearning course this multimedia kit takes you through the basics of the Word interface and explains how to navigate it how to get comfortable with the terminology and how to use its many features Follow the material sequentially or jump in and out as you wish it s set up so you can learn at your own pace Throughout you will benefit from illustrations animations voiceover explanations and the option of closed captioning if you find you learn better when you can read the instructions Helps self motivated learners master Word 2013 the most popular word processing application Teaches you how to create and format a Word document while guiding you through the entire process so that you get a solid understanding of the importance and potential of every step Includes an easy to follow full color book and an online interactive Dummies eLearning Course that corresponds with the book available via access code Allows you to follow material sequentially or choose separate sections at your own time and pace Packed with screenshots examples pictures and step by step instructions Word 2013 eLearning Kit For Dummies helps you get the most of what Word 2013 has to offer *Office 2013 Digital Classroom* Walter Holland, AGI Creative Team, 2013-09-05 This complete training package makes learning the new Office 2013 even easier Featuring both a video training DVD and a full color book this training package is like having your own personal instructor guiding you through each lesson of learning Office 2013 all while you work at your own pace The self paced lessons allow you to discover the new features and capabilities of the new Office suite Each lesson includes step by step instructions and lesson files and provides valuable video tutorials that complement what you re learning and clearly demonstrate how to do tasks This essential training package takes you well beyond the basics in a series of short easy to absorb lessons Takes you from the basics through intermediate level topics and helps you find the information you need in a clear approachable manner Walks you through numerous lessons each consisting of easy to follow step by step instructions in full color that make each task less intimidating Covers exciting new features of Office 2013 applications Word Excel PowerPoint Outlook and Publisher Features a companion DVD that includes lesson files and video tutorials for a complete training experience Shares additional resources available on companion website www.digitalclassroombooks.com This all in one value packed combo teaches you all you need to know to get

confidently up and running with the new Office 2013 suite *Microsoft OneNote 2016 Training Manual Classroom in a Book*
TeachUcomp ,2015-10-27 Complete classroom training manual for Microsoft OneNote 2019 122 pages and 67 individual
topics Includes practice exercises and keyboard shortcuts You will learn note creation formatting working with Microsoft
Outlook using tables sharing and collaboration formatting pages and much more Topics Covered Getting Acquainted with
OneNote 1 The OneNote Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access
Toolbar 6 The Scroll Bars 7 The Mini Toolbar Getting Started 1 Opening Saving and Closing Notebooks 2 Creating New
Notebooks 3 Creating Moving and Deleting Sections and Pages 4 Creating Moving and Deleting Subpages Notes 1 Creating a
Basic Note 2 Quick Notes 3 Copying and Pasting Content 4 Screen Clippings 5 Adding Pictures 6 Adding Audio Video Files 7
Inserting Online Video 8 Recording Audio Video Files 9 Adding Other Types of Files 10 Embedding an Excel Spreadsheet 11
Adding Mathematical Equations 12 Quick Filing Sending Information to OneNote Formatting Notes 1 Basic Text Formatting
2 Bullets and Numbering 3 Checking Spelling 4 Setting Default Proofing Options Working with Microsoft Outlook 1 Inserting
Outlook Meetings 2 Sending Notebook Pages via Microsoft Outlook 3 Working with Microsoft Outlook Tasks Tables 1
Creating a Table 2 Working with Columns and Rows 3 Formatting Tables and Table Data 4 Moving Tables and Table Data
Writing Tools 1 Pen Mode 2 Formatting Written Notes Drawings 3 Adding and Removing Note Space 4 Converting
Handwriting to Type Viewing and Organizing Information 1 Organizing the OneNote Interface 2 Creating New Windows 3
Searching Content in a Notebook 4 Wiki Linking 5 Tagging Notes 6 Working with Sections 7 Section Groups Stationery and
Templates 1 Applying Templates and Stationery 2 Custom Templates 3 Choosing a Default Template Formatting Pages 1
Defining Paper Size and Margins 2 Formatting Page Backgrounds 3 Adding a Background Graphic Printing 1 Previewing and
Printing Sharing Notebooks Collaborating 1 Saving and Exporting Notebooks to Share 2 Creating a Shared Notebook and
Inviting Others to Share 3 Sharing Notes in an Outlook Meeting Invitation 4 Synching Notebooks 5 Sending Pages in Various
Formats 6 Author Indicators 7 Finding Newly Added Content with Highlighting 8 Page Versions 9 The Notebook Recycle Bin
Researching with OneNote 1 Linked Notes 2 The Research Pane 3 Translating Text with the Mini Translator Changing
OneNote Options 1 Customizing the Quick Access Toolbar and Ribbon 2 Changing OneNote Options Helping Yourself 1 Using
OneNote Help *Computer Applications For Class 9* S. Tiwari & D. Bhargava & D. Rathore, A book on Computer
Applications Keyboarding and Word Processing Donna Woo,Susie H. VanHuss,Connie McMullan Forde,Vicki
Robertson,2013 **Word 365 for Beginners** M.L. Humphrey,2023-02-03 Microsoft Word is the go to word processing
program for most businesses and schools And it s an incredibly powerful tool that can do amazing things But for a new user
all of that capability can be overwhelming So what this book seeks to do is teach a new user just what they need to know to
get started using Word on a daily basis It covers the absolute basics of opening saving closing deleting and renaming a file
But then also covers how to input and move text format that text format a document and print the result If you ve always

wanted to learn Word but weren't sure where to start or what matters this is the book for you Get started today It doesn't have to be hard **Open Learning Guide for Microsoft Word 2000**, 1999 *Office 2013 Bible* Lisa A. Bucki, John Walkenbach, Michael Alexander, Richard Kusleika, Faithe Wempen, 2013-06-12 The best of the best from our Excel Word Access and PowerPoint Bibles Learn the sought after features of the core applications from the Office 2013 suite This Office 2013 Bible features the best of the best content from the Excel 2013 Bible by Mr Spreadsheet John Walkenbach the Word 2013 Bible by Office expert Lisa A Bucki the PowerPoint 2013 Bible by MOS Master Instructor and PowerPoint expert Faithe Wempen and the Access 2013 Bible from Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika This major resource also covers Outlook Publisher OneNote SkyDrive and other important features in the Office 2013 suite If you want to quickly and effectively use Office 2013 start in the experts corner with this must have book Gives you the best of the best content on Office 2013 from the leading experts authors and contributors to our Excel Word PowerPoint and Access Bibles Includes content from John Walkenbach aka Mr Spreadsheet Word and Office expert Lisa A Bucki MOS Master Instructor and PowerPoint expert Faithe Wempen Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika Takes you beyond creating simple text documents spreadsheets and presentations to help you use multiple Office applications at once to accomplish critical business tasks Also covers Publisher OneNote SkyDrive the Cloud and other key features and topics for Office 2013 Get the best of four Office 2013 books in one with this power packed reference **HTML and CSS Training Manual Classroom in a Book**

TeachUcomp, Complete classroom training manual for HTML 5 and CSS 190 pages and 125 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create a website from scratch while exploring all of the techniques to add the various elements of a website text links images CSS and much more Topics Covered Getting Acquainted with HTML 1 Introduction to the Internet 2 Introduction to HTML Terminology 3 Options for Writing HTML 4 Unicode Transformation Format UTF 5 HTML5 Resources New for HTML5 1 What's different in HTML5 2 DOCTYPE in HTML5 Designing a Webpage 1 Design Considerations and Planning 2 Basic Tags and Document Structure 3 HTML Tags 4 Head Tags 5 Title Tags 6 Body Tags 7 Metadata 8 Saving an HTML Page Page Formatting 1 Adding a New Paragraph 2 Adding a Line Break 3 Inserting Blank Space 4 Preformatted Text 5 Changing a Page's Background Color 6 Div Element Text Items and Objects 1 Headings 2 Comments 3 Block Quotes 4 Horizontal Lines 5 Special Characters Creating Lists 1 Numbered Ordered Lists 2 Bulleted Unordered Lists 3 Nested Lists 4 Definition Lists Links 1 What are Links 2 Text Links 3 Image Links 4 Opening a Page in a New Window or Tab 5 Setting All Links on a Page to Open in a New Window or Tab 6 Linking to an Area on the Same Page Bookmarks 7 Linking to an E-mail Address 8 Linking to Other Types of Files Images 1 Introduction to Images for Webpages 2 Adding Images to Webpages 3 Resizing an Image 4 Alternative ALT Text 5 Image Labels Basic Tables 1 Inserting a Table 2 Table Borders 3 Table Headers Iframes 1 What is an Iframe 2 Inserting Iframes 3

Setting Height and Width 4 Using an Iframe for a Link Target Forms 1 About Forms 2 Sending to E mail 3 Text Boxes 4 Text Areas 5 Check Boxes 6 Menu Lists 7 Radio Buttons 8 Submit Button 9 Reset Button 10 Changing the Tab Order Video and Audio 1 About Video and Audio Files 2 Linking to Video and Audio Files 3 Adding Video 4 Adding Audio 5 Using YouTube to Display Video Troubleshooting 1 Troubleshooting Cascading Style Sheets 1 What are Cascading Style Sheets 2 CSS Syntax 3 Creating an Internal CSS 4 Linking to a CSS 5 Adding Comments and Notes to a CSS 6 Creating an Internal Style Sheet 7 ID and Class 8 Inline Styling Working With Text in CSS 1 Emphasizing Text Bold and Italic 2 Decoration 3 Indentation 4 Transformation 5 Text Alignment 6 Fonts 7 Font Sizes 8 Letter Spacing Kerning 9 Line Spacing Leading 10 Text Color 11 Margins 12 Padding 13 Borders 14 Styling Links 15 Number and Bullet Styles 16 Sizing Elements 17 Text Wrapping 18 Shadowing Creating Backgrounds in CSS 1 Colors 2 Images 3 Fixed Images Images in CSS 1 Opacity 2 Floating Images 3 Image Galleries 4 Image Sprites Box Model in CSS 1 What is a box model 2 Margin 3 Padding 4 Border 5 Outline Working With Elements in CSS 1 Display and Visibility 2 Grouping and Nesting 3 Dimensions and Elements 4 Positioning 5 Floating 6 Pseudo Classes Pseudo Elements Adding a Navigation Bar in CSS 1 Vertical Navigation Bar 2 Horizontal Navigation Bar Inline 3 Horizontal Navigation Bar Floating CSS Tables 1 Borders 2 Collapsed Borders 3 Table Width and Cell Height 4 Table Color 5 Table Text Alignment 6 Table Padding Working With Transforms in CSS 1 What are transforms 2 2D Transforms 3 3D Transforms Transitions and Animations in CSS 1 Transitions 2 Animations CSS Shorthand 1 Shorthand Properties Word 2013 For Dummies eLearning Course Access Code Card (12 Month Subscription) Faithe Wempen,2015-05-18 Master Word 2013 in a flash Microsoft Word 2013 isn t just another update It s an entirely new work environment with new tools and a cleaner more streamlined look Knowing the ins and outs of all the new features can enhance your workflow and make you more productive Get up to speed on everything that Word 2013 can do to make your work easier The Word 2013 For Dummies eLearning Course Access Code Card gives you instant access to the Word 2013 For Dummies eLearning Online Course for 12 months Simply follow the instructions on the card and you are on your way to Word 2013 success The online course covers the ins and outs of Word 2013 with step by step self paced lessons newbies and newly upgraded users alike Build your skills and become more proficient by using the program to its fullest potential Gain hands on experience with the tasks in each lesson Get immediate feedback on tasks completed Easily navigate between topics and repeat difficult concepts Track your progress and go at your own pace The Word 2013 For Dummies eLearning Course Access Code Card is the key that unlocks your productivity Stop poking around and get expert guidance today **JavaScript Training Manual Classroom in a Book** TeachUcomp,2017-10-27 Complete classroom training manual for JavaScript 283 pages and 128 individual topics Includes practice exercises and keyboard shortcuts The purpose of this course is to educate the student in the basic language skills necessary to use JavaScript There are many resources available on the Internet that allow you to download code and place it into your HTML document or JavaScript code file However it is important to first understand the

underlying language and components of JavaScript to be able to alter the code to work in your desired application and easily troubleshoot any errors that may occur Whether you are looking to add interactivity to your website control how a browser acts or alter your HTML document s content it is important to have a firm grasp of the basics of JavaScript We begin this course by discussing the basic components and structure of JavaScript as well as learning the terminology Then we ll advance through topics to cover some more advanced concepts and uses for JavaScript

Topics Covered

Getting Acquainted with JavaScript

1 Introduction to JavaScript

2 JavaScript vs Java

3 The Tag

4 External JavaScript

5 Uses for JavaScript

The Makeup of JavaScript

1 JavaScript Statements

2 Code and Code Blocks

3 Whitespace

4 Case Sensitivity

5 Breaking Up a Line of Code

JavaScript Comments

1 Single Line Comments

2 Multi Line Comments

3 End of Line Comments

4 Using Comments to Stop Execution

JavaScript Variables

1 What are JavaScript Variables

2 Syntax for Text and Numerical Values

3 Creating Declaring Variables

4 Re Declaring Variables

5 Undefined Value

6 Using One Statement for Multiple Variables

7 Local Variables and Global Variables

Exploring JavaScript Data Types

1 Dynamic Data Types in JavaScript

2 Null

3 Number

4 String

5 Boolean

6 Array

7 Object

JavaScript Objects

1 Creating Objects

2 Accessing Object Properties

3 Accessing Object Methods

JavaScript Functions

1 JavaScript Function Definition and Syntax

2 Functions with a Return Value

3 Calling a Function with Arguments

4 Assigning Values to Undeclared Variables

JavaScript Operators

1 Arithmetic Operators

2 Assignment Operators

3 Adding Strings and Numbers

4 Comparison Operators

5 Logical Operators

6 Conditional Operators

JavaScript Conditions

1 If Statements

2 The Switch Statement

JavaScript Loops

1 The FOR Loop

2 The FOR IN Loop

3 The WHILE Loop

4 The DO WHILE Loop

JavaScript Break and Continue

1 The Break Statement

2 The Continue Statement

3 JavaScript Labels

JavaScript Errors

1 The Try Catch Statement

2 The Throw Statement

JavaScript Form Validation

1 Form Validation

2 E Mail Validation

JavaScript RegExp Object

1 RegExp Definition and Modifiers

2 RegExp Special Characters

3 RegExp Methods

JavaScript Hoisting

1 Declarations

2 Initializations

JavaScript USE STRICT Directive

1 What is the USE STRICT Directive and Why Use It

2 What s Not Allowed in STRICT Mode

JavaScript HTML DOM

1 What is HTML DOM

2 HTML DOM Methods and Properties

3 HTML DOM Document

4 Finding HTML Elements

5 Changing the Output Stream

6 Changing the Value of an Attribute

7 Changing CSS

HTML DOM Events

1 Using Events

2 The ONCHANGE Event

HTML DOM Navigation

1 DOM Nodes

2 Node Relationships

3 Child Nodes and Values

4 NODE Properties

5 HTML DOM Nodelist

6 Root Nodes

Adding and Removing DOM Nodes

1 Creating New HTML Elements

Nodes

2 Removing Existing HTML Elements

Nodes

3 Replacing HTML Elements

Nodes

JavaScript Browser Object Model BOM

1 What is the Browser Object Model BOM

2 The Window Object

3 Window Size Properties

4 Other Window Methods and Properties

Window Screen Object

1 What does the Window Screen Object Do

2 Window Screen Object Properties

Window Location Object

1 What does the Window Location Object Do

2 Window Location HREF Property

3 Window Location PATHNAME Property

4 Window Location ASSIGN Method

Window History Object

1 What does the Window History Object Do

2 Window History Back and Forward Methods

Window Navigator Object 1 What does the Window Navigator Object Do JavaScript Popup Boxes 1 The Alert Box 2 The Confirm Box 3 The Prompt Box JavaScript Timing Events 1 What are JavaScript Timing Events 2 SETINTERVAL and CLEARINTERVAL Methods 3 SETTIMEOUT and CLARTIMEOUT Methods 4 Creating a Clock JavaScript Cookies 1 What are Cookies 2 Working with Cookies The JavaScript Console Object 1 The Console Object 2 Inline Grouping 3 Timers 4 String Substitution Advanced JavaScript Objects 1 The Object Literal and the Keyword New 2 Using an Object Constructor 3 JavaScript Prototype 4 Mutable Objects and Immutable Primitive Values 5 JavaScript Object Properties 6 Adding New Properties and Deleting Properties Number Object 1 What is a Number Object 2 Hexadecimal Numbers 3 NaN Not a Number 4 Infinity String Object 1 Using the String Object 2 String Properties and Methods 3 Special Characters Date Object 1 The Date Object 2 Set and Compare Dates 3 Convert the Date to a String Array Object 1 Create and Access an Array Object 2 Joining Arrays 3 Working with Arrays Math Object 1 The Math Object and Mathematical Constants 2 Math Object Methods JavaScript Libraries Frameworks 1 JavaScript Libraries or Frameworks 2 Testing jQuery **New Perspectives on**

Microsoft Word 2013, Comprehensive Enhanced Edition S. Scott Zimmerman,Beverly B. Zimmerman,Ann Shaffer,Katherine T. Pinard,2015-04-13 Readers develop the Microsoft Word 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series Updated with all new case based tutorials NEW PERSPECTIVES MICROSOFT WORD 2013 COMPREHENSIVE ENHANCED EDITION continues to apply MS Word 2013 skills to real situations that fully demonstrate the relevance of concepts A proven learning approach emphasizes critical thinking problem solving and in depth coverage A new Troubleshoot case problem enhances analytical skills while a new tutorial on Managing Your Files helps readers navigate Windows 8 Readers discover success with MS Word 2013 as NEW PERSPECTIVES MICROSOFT WORD 2013 emphasizes the value and application of what they are learning Important Notice Media content referenced within the product description or the product text may not be available in the ebook version

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Illustrated Series engages both computer rookies and hot shots in mastering MICROSOFT WORD 2013 quickly and efficiently Skills are accessible and easy to follow thanks to the Illustrated Series hallmark 2 page layout which allows students to see an entire task in one view New Learning Outcomes outline the skills covered in each lesson and larger full color screens represent exactly what students should see on their own computers Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *Learning Microsoft Office 2013* Emergent Emergent Learning, Suzanne Weixel, Faithe Wempen, Catherine Skintik, 2013-04-10 Learning Microsoft Office 2013 Level 1 teaches students the fundamental Microsoft Office skills they need to succeed in the classroom at home and on the job Designed to engage students with numerous hands on projects that build skills and computer confidence the text includes coverage of Word Excel Access and PowerPoint Back cover *The O'Leary Series: Microsoft Office Word 2013* Linda O'Leary, Timothy O'Leary, 2013-08-06 Timothy and Linda O Leary Microsoft Office 2013 A Case Approach Making Office Relevant Timothy and Linda O Leary and the Computer Information Technology Team at McGraw Hill Higher Education offer your students a fully integrated learning program with time tested quality and reliability Office 2013 A Case Approach offers a running case study throughout the text to help students understand the material in a consistent relevant environment Through the theme Making Office Relevant this text helps students understand why they need this course and skills Updated for Office 2013 student success is assured through clear step by step instruction plentiful screen captures and conceptual explanations Each lab designed to be covered in 1 hour of class time combines conceptual coverage with detailed software specific instructions The labs opens with a running case study that highlights real world applications of each software program and leads students from problem to solution The O Leary Series helps students learn specific applications skills along with skills that cross all Office applications which is especially important in mastering this version of Office The O Leary Series correlates with SIMnet Online McGraw Hill s online training and assessment program for Microsoft Office skills and basic computer concepts Projects however are 1 1 within the SIMgrader component and allow students to practice their skills live in the Office application to receive immediate feedback via autograding This integration with SIMnet helps meet the diverse needs of students and accommodate individual learning styles Additional textbook resources can be found on the text s Online Learning Center www.mhhe.com/olearyoffice2013 For more information on O Leary Microsoft Office 2013 A Case Approach and SIMnet Online for Office 2013 please visit www.simnetkeepitsimple.com or contact your McGraw Hill representative **Illustrated Course Guide: Microsoft Word 2013 Intermediate** Jennifer Duffy, 2013-12-31 Loved by instructors for the visual and flexible way to build computer skills the Illustrated Course Guides are ideal for teaching Microsoft Word 2013 to students across experience levels Each two page spread focuses on a single skill making information easy to follow and absorb The Illustrated Course Guides split Microsoft Word 2013 concepts and skills into three manageable

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Table of Contents Microsoft Word 2013 Lessons

1. Understanding the eBook Microsoft Word 2013 Lessons
 - The Rise of Digital Reading Microsoft Word 2013 Lessons
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2013 Lessons
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Word 2013 Lessons
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2013 Lessons
 - Personalized Recommendations
 - Microsoft Word 2013 Lessons User Reviews and Ratings
 - Microsoft Word 2013 Lessons and Bestseller Lists
5. Accessing Microsoft Word 2013 Lessons Free and Paid eBooks
 - Microsoft Word 2013 Lessons Public Domain eBooks
 - Microsoft Word 2013 Lessons eBook Subscription Services
 - Microsoft Word 2013 Lessons Budget-Friendly Options
6. Navigating Microsoft Word 2013 Lessons eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Word 2013 Lessons Compatibility with Devices
- Microsoft Word 2013 Lessons Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Word 2013 Lessons
 - Highlighting and Note-Taking Microsoft Word 2013 Lessons
 - Interactive Elements Microsoft Word 2013 Lessons
- 8. Staying Engaged with Microsoft Word 2013 Lessons
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Word 2013 Lessons
- 9. Balancing eBooks and Physical Books Microsoft Word 2013 Lessons
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Word 2013 Lessons
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Word 2013 Lessons
 - Setting Reading Goals Microsoft Word 2013 Lessons
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Word 2013 Lessons
 - Fact-Checking eBook Content of Microsoft Word 2013 Lessons
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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