

Study Guide For Word 2010 Session 1

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~~Microsoft Word 2010 Study Guide. STUDY. Flashcards. Learn. Write. Spell. Test. PLAY. Match. Gravity. Created by. bbroussard. Word Study Guide. Terms in this set (119) AutoRecover. Enables Word to recover a previous version of a document. Compatibility Checker. Looks for features that are not supported by previous versions of Word.~~

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~~Learn more. The core-level Microsoft Office Word 2010 user should be able to navigate Microsoft Office Word 2010 software at the feature and functional level. They should be familiar with and know how to use at least 80 percent of the features and capabilities of Microsoft Office Word 2010. The core-level user should be able to use Microsoft Office Word 2010 to create and edit professional-looking documents for a variety of purposes and situations.~~

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~~Double-clicking the word 2010 icon on your desktop allows you to start word without going through the start menu True Typically, the last piece of information entered in a business letter is the salutation and the name of the person sending the letter~~

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~~In a Word 2010 document, what are the printable text and graphics at the top of each page called? Header. Which ribbon contains the command to create headers in a document? Insert. Which group contains the command to place text at the bottom edge of each printed page of a document? Header & Footer.~~

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~~Microsoft Office Word 2010 allows you to create and edit personal and business documents, such as letters, reports, invoices, emails and books. By default, documents saved in Word 2010 are saved with the .docx extension. Microsoft Word can be used for the following purposes -~~

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This guide is based on Microsoft Word 2010, the illustrations used are taken from Microsoft Word 2010. Juritekets primary task is to offer students IT-support at the Faculty of Law, questions regarding the regulations for the Master Thesis can be directed to the Information Centre.

~~INTRODUCTION TO MICROSOFT WORD 2010~~

Use this lesson plan to guide your instruction on how to use Microsoft Word. With it, students will read a lesson that steps them through the basic components of Microsoft Word, pausing to apply ...

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Word for Microsoft 365 Word 2019 Word 2016 Word 2013 Word 2010 More... Less When Word finishes checking the spelling and grammar and errors corrected, you can choose to display information about the reading level of the document, including readability scores according to the Flesch-Kincaid Grade Level test and Flesch Reading Ease test .

~~Get your document's readability and level statistics—Word~~

In Word 2010, a style is nothing more than a clutch of text and paragraph formats. You give the style a name, and then you use it to format your text in a Word document: 1 In your document, select the text you want to format. You can select text in a number of ways. For example, click-and-drag over the text you want to select.

~~How to Use a Formatting Style in Word 2010—dummies~~

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In the guide, click any menu or toolbar command. The guide will show you the location of command in the 2010 program. To remove this download: Windows 7 or Windows Vista: Click Start and then click Control Panel. Under Programs, click Uninstall a program. Select "Microsoft Word 2010 Interactive Guide" and then click Uninstall. Windows XP:

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