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I bought Word 2010 Step by Step when I ordered Outlook (to fix on PC, install on laptop) and Excel 2010 (to create home budget spreadsheets) and both served purpose well. I really don't have much call for Word 2010, it is on the laptop and I have used earlier versions at work before I retired.

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How to Start Microsoft Word 2010 - dummies

Microsoft Word 2010 also offers tools to customize the document file such as built-in styles, columns, and the creation of section and page breaks. You can use header and footer to display main ideas, document titles, page numbers, etc. on each document page.

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Getting Help with Word 2010; More Information; I. Basic Word Documents. 1. Explore Word 2010.

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Working in the User Interface; Creating, Entering Text in, and Saving Documents; Opening, Moving Around in, and Closing Documents; Viewing Documents in Different Ways; Key Points; 2. Edit and Proofread Text. Making Text Changes; Finding and Replacing Text; Fine-Tuning Text

Microsoft® Word 2010 Step by Step [Book]

Step by step Microsoft Word 2010 book, and here is a link to the practice files. You basically start from those by following several steps in the book and you get a result. I have been trying to find the completed exercises if they were done by anyone. Here is a link to the files:

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The video edition of the Microsoft Press book "Word 2010 Step by Step", presented by Mike Halsey

Microsoft Word 2010 Step by Step - YouTube

Joan is a Microsoft Certified Professional, Microsoft Office Specialist Master (for Office 2013, Office 2010, and Office 2007), Microsoft Certified Technology Specialist (for Windows and Windows Server), Microsoft Certified Technology Associate (for Windows), Microsoft Dynamics Specialist, and Microsoft Certified Trainer. Joyce Cox has 20+ years' experience developing training materials on technical subjects for non-technical audiences, including dozens of books about Office and Windows.

Microsoft Word 2010 Step by Step by Joan Lambert | WHSmith

You may have a shortcut to Word on your desktop, if so double click the icon and Word will open. If not follow the steps below: 1. Click on the Start button 2. Highlight Programs 3. Highlight Microsoft Office 4. Click on Microsoft Word 2010 Create a New Document 1. Click the File tab and then click New. 2. Under Available Templates,

Microsoft Word 2010 Tutorial - Khyber Medical University

This book has been designed to lead you step by step through all the tasks you're most likely to want to perform in Microsoft Word 2010. If you start at the beginning and work your way through all the exercises, you will gain enough proficiency to be able to create and work with all the common types of Word documents.

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Microsoft Word 2010 - pearsoncmg.com

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