



Word 2010

Features of the Microsoft Word Ribbon

"The Ribbon" is the professional term for the Microsoft Word toolbar, and is a part of many Microsoft programs, including Outlook, Excel, and PowerPoint. You can use the Ribbon to access virtually every feature of Word.



A. The File tab provides options for basic administrative tasks involving your document, such as saving, printing, and opening a new document.

B. The Home tab provides options to edit aspects of the basic formatting your document, such as the font (type, size, color, etc.), text alignment, and creating bulleted or numbered lists.

C. The Insert tab provides options to place visual enhancements in your document, such as pictures, tables, and charts.

D. The Page Layout tab provides options for more advanced formatting of your document, such as margins, page orientation (i.e. portrait/landscape), and size.

E. The References tab provides options for using various citations in your document, such as footnotes, bibliographies, and captions.

F. The Mailings tab provides options for sending out your document, such as selecting recipients and inserting a greeting line.

G. The Review tab provides options for editing your document's content, such as a Spelling and Grammar check, a translator, and inserting comments in specific areas.

H. The View tab provides options for examining your document, such as a full screen view, print previewing, and zooming in or out.

Adding, Formatting, and Removing Page Numbers

Page numbers are very useful for organization, returning to a certain part of your document quickly, and communication about your document. You can use them in articles, books, presentations, and more.

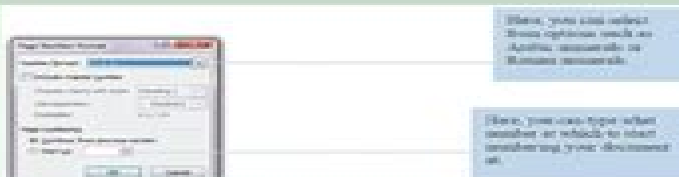
Inserting Page Numbers

1. Select the Insert tab.
2. Select the Page Number option. A list of options appears.
3. Select your preferred option. The page numbers appear in the place you have selected.



Formatting Page Numbers

1. Select the Format Page Numbers option.
2. Enter your desired changes.
3. Select OK.



Deleting Page Numbers

Repeat Steps 1-2 of Inserting Page Numbers.

1. Select the Remove Page Numbers option.



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Microsoft Official Academic Course

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the 'Microsoft Official Academic Course' text.

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Word 2010 Pamphlet Master,2014-07-17 Words 2010 is a step by step instructions created by Pamphlet Master as a complete guide on how to use Words 2010 This pamphlet will serve as your reference guide or training handout for all Words 2010 users Topics covered in the pamphlet are Features of the Microsoft Word Ribbon Adding Formatting and Removing Page Numbers Adding and Removing Line Numbers Using the Spelling and Grammar Check Creating and Inserting Screenshots Editing Margins Turning off the AutoFormat Using Formatting and Removing Styles Adding and Deleting Watermarks Using the AutoSave Adding and Deleting a Cover Page Inserting and Deleting Tables Inserting Editing and Deleting Charts

MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Exams Joan Lambert,Joyce Cox,2011-03-15 Demonstrate your expertise with Microsoft Office 2010 This all in one guide is designed to help you practice and prepare for the four core Microsoft Office Specialist MOS exams With the MOS 2010 Study Guide you get full objective by objective coverage for Exam 77 881 Microsoft Word 2010 Exam 77 882 Microsoft Excel 2010 Exam 77 883 Microsoft PowerPoint 2010 Exam 77 884 Microsoft Outlook 2010 Use the book s easy to follow procedures and illustrations to review the essential skills measured by the MOS exams And you can apply what you ve learned hands on using the downloadable files for all the book s practice tasks

Microsoft Word 2010 Level 2 (English version) AMC College,2012* Explore the Microsoft Office software Learn how to create edit save print documents and formatting text such as font type holding underlining or italicizing This manual designed to provide skills and knowledge which will allow user to be able to use and operate the software at an advanced level especially as it relates to creating more complex documents and also automating document procedures

Word 2010 Bible Herb Tyson,2010-10-19 In depth guidance on Word 2010 from a Microsoft MVP Microsoft Word 2010 arrives with many changes and improvements and this comprehensive guide from Microsoft MVP Herb Tyson is your expert one stop resource for it all Master Word s new features such as a new interface and customized Ribbon major new productivity boosting collaboration tools how to publish directly to blogs how to work with XML and much more Follow step by step instructions and best practices avoid pitfalls discover practical workarounds and get the very most out of your new Word 2010 with this packed guide

Office 2010 Library John Walkenbach,Michael R. Groh,Herb Tyson,Faith Wempen,2010-11-17 A must have collection of Office 2010 application Bibles written by the world s leading experts Talk about a bargain Office 2010 Library offers enormous savings on four invaluable resources that boast nearly 5 000 pages and cover the core Office programs Excel Access PowerPoint and Word The world s leading experts of these applications provide you with an arsenal of information on the latest version of each program Three CDs are also included that feature bonus material including helpful templates worksheets examples and more to enhance your Microsoft Office 2010 experiences Features four essential books on the most popular applications included in the Office 2010 suite Excel Access PowerPoint and Word Excel 2010 Bible serves as an indispensable reference for Excel users no matter your

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Excel 2010 Pamphlet Master,2014-07-17 Excel 2010 is a step by step instructions created by Pamphlet Master as a complete guide on how to use Excel 2010 This pamphlet will serve as your reference guide or training handout for all Excel 2010 users Topics covered in the pamphlet are The Ribbon Opening Excel Select Cells or Ranges Cut Copy and Paste Data Set Column Row Width Height Automatically Fit Column Row Contents Merge Split and Center Cells Formatting Spreadsheets Cell Borders Finalizing a Spreadsheet Save a Spreadsheet Print a Spreadsheet *Microsoft® Office 2010 Inside Out* Carl Siechert,Ed Bott,2010-09-27 Dive into the essential features in Microsoft Word 2010 Excel 2010 OneNote 2010 Outlook 2010 and PowerPoint 2010 This supremely organized reference is packed with hundreds of timesaving solutions troubleshooting tips and workarounds It's all muscle and no fluff Let the experts help you become at ease and proficient with every program in the Office family Create great looking documents using expert formatting tips Build spreadsheets for complex calculations and data analysis Save notes clippings web pages and more in a notebook Create dynamic slides and video powered presentations Expertly manage your inbox and business information Protect your security and safeguard private information Collaborate with Windows Live SkyDrive and SharePoint **Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software** Microsoft Official Academic Course,2011-10-11 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Office PowerPoint 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition's use of

color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader also helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics

Procesamiento de Palabras (Microsoft Word 2010)

Nivel 2 AMC College (Spanish version), Este curso se enfoca en enseñar a los estudiantes la aplicación avanzada de Microsoft Word 2010 cubriendo las bases de procesamiento de texto y edición de documentos Los estudiantes aprenderán la interfaz de Word y sus funciones básicas incluyendo la entrada de texto formateo inserción de imágenes y configuración de encabezados y pies de página El curso cubrirá la maquetación de documentos la aplicación de estilos y plantillas así como funciones de colaboración y revisión de documentos A través de proyectos prácticos los estudiantes dominarán características avanzadas como la combinación de correspondencia la generación de índices y la revisión de documentos Este curso es adecuado

PowerPoint 2010 Bible Faithe Wempen, 2010-10-19 Master PowerPoint and improve your presentation skills with one book It's no longer enough to have slide after slide of text bullets and charts It's not even enough to have good speaking skills if your PowerPoint slides bore your audience Get the very most out of all that PowerPoint 2010 has to offer while also learning priceless tips and techniques for making good presentations in this new PowerPoint 2010 Bible Well known PowerPoint expert and author Faithe Wempen provides formatting tips shows you how to work with drawings tables and SmartArt introduces new collaboration tools walks you through five special presentation labs and more Coverage includes A First Look at PowerPoint What Makes a Great Presentation Creating and Saving Presentation Files Creating Slides and Text Boxes Working with Layouts Themes and Masters Formatting Paragraphs and Text Boxes Correcting and Improving Text Creating and Formatting Tables Drawing and Formatting Objects Creating SmartArt Diagrams Using and Organizing Clip Art Working with Photographic Images Working with Charts Incorporating Content from Other Programs Adding Sound Effects Music and Soundtracks Incorporating Motion Video Creating Animation Effects and Transitions Creating Support Materials Preparing for a Live Presentation Designing User Interactive or Self Running Presentations Preparing a Presentation for Mass Distribution Sharing and Collaborating Customizing PowerPoint Presenting Content Without Bulleted Lists Adding Sound and Movement to a Presentation Creating a Menu Based Navigation System Creating a Classroom Game It's the book you need to succeed with PowerPoint 2010 and your next live presentation

Microsoft Word 2010 2 AMC College (Japanese version), Microsoft Word 2010 Word Word Microsoft Word 2010

Traitement de texte

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□□□□ **(Microsoft Word 2010)** □2 □ AMC College (Chinese version),2023-08-01 Microsoft Word 2010 Word Microsoft Word 2010 **Microsoft Office 2010 Demystified** Karin Rex,2011-10-11 It s EASIER than ever to get started with Microsoft Office 2010 Navigate your way around the Microsoft Office 2020 suite without getting lost in too many details Microsoft Office 2010 Demystified shows you the ropes and explains the new handy and most popular functions of each application Written in a step by step tutorial format this practical guide begins with an overview of the suite and the universal features that can be used in all of the individual programs Then you ll drill down into the specifics of Word Excel PowerPoint Outlook and Access Detailed explanations and screenshots make it easy to understand the material and end of chapter quizzes and a final exam help reinforce key concepts It s a no brainer You ll learn how to Create great looking Word documents Crunch numbers and get graphical in Excel spreadsheets Develop persuasive PowerPoint presentations Manage your email tasks calendar and contacts with Outlook Build and manage Access databases Simple enough for a beginner but challenging enough for an advanced student Microsoft Office 2010 Demystified helps you master this powerful suite of applications

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