

Microsoft Word 2010 Quick Reference Guide

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1. The Word Quick Reference Card provides you with further details on Word 2010. 2. For a more in-depth online training session, go to Word 2010 Training. (30-35 minute session) (Back to Top)

Detailed Guide to Office 2010 - Word

Quick Reference Guide for Microsoft® Word 2010 For more training and support visit: <http://learning.necsu.nhs.uk/> Navigation To Open the Navigation Pane: lick the Find button in the Editing group on the Home tab. Or, press trl + F. To Search for a Word or Phrase: lick the Search box, type the word or phrase, and press Enter.

Quick Reference Guide for Microsoft® Word 2010

Microsoft Word 2010 Quick Reference Guide: Document Collaboration Techniques: Tracking Changes, Document Revisions, Editing Restrictions & Document Security (302) Make sure this fits by entering your model number. Part of a series of several quick reference guides for Word 2010, each focusing

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Microsoft Word 2010 is built on the Ribbon concept that was introduced in Word 2007. It adds some features pertaining to security of documents as well as some enhanced artistic effects that make documents more visually appealing. While Word 2010 documents share the same file extension with Word 2007 (*.docx), the Word 2010 file is a unique file type.

M 2010 Quick Reference Guide

Microsoft® Office 2010 Quick Reference Card The File tab replaces the File menu and Office Button found in previous versions of Microsoft Office. Common file management commands – Save, Save As, Open, and Close – appear at the top of the menu. Ribbon: Displays the commands and tools you need to perform various tasks.

Office 2010 Quick Reference - Microsoft Office Training

Microsoft Word 2010 Quick Reference Cheat Sheet. by Douglas Chick. NOOK Book (eBook) \$ 0.99. Sign in to Purchase Instantly ... LEND ME ® See Details. English. 0.99 In Stock Overview. This Quick Reference guide is everything you need with step-by-step instructions and short cuts to get you the answer fast! Written by Best Selling author Douglas ...

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Word 2010 Tips and Tricks. When working in Microsoft Word 2010, don ' t forget these handy tips and tricks to get something done quickly or to format your text more in a more pleasing way. Press Ctrl+Enter to start a new page. A manual page break is inserted, which forces a new page automatically.

Word 2010 For Dummies Cheat Sheet - dummies

Microsoft® Word Quick Reference Intermediate Skills Elements of a Table Insert a Table: Click the Insert tab, click the Table button, and select the number of rows and columns that you want. Add a Row or Column: Click in a cell next to where you want to add a row or column. Click the Table Tools Layout tab, then click Insert Above ,

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Microsoft Word Quick Reference - CustomGuide

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Office 2010 Common Features Quick Reference. \$3.60. Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use features of Microsoft Office 2010 that are common to... View full details.

Microsoft Word 2010 Quick Reference Card, Cheat Sheet - Beezix

Microsoft Word 2010 Formatting Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) [Beezix Inc.] on Amazon.com. *FREE* shipping on qualifying offers. Microsoft Word 2010 Formatting Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

Microsoft Word 2010 Formatting Quick Reference Guide ...

The Quick Reference Guide for Microsoft Word 2010 is a wonderful way of finding out quickly how to use Word effectively. With the Quick Reference Guide you can fast and easy learn how to do a procedure in Word without having to read a lot of text and all of this is on only one sheet of laminated paper.

Microsoft Word 2010 Introduction Quick Reference Guide ...

Even Word 2007 users might have trouble finding one or two things in Word 2010. These quick reference charts can help. We list the most commonly used Word 2003 commands and tell you where they are ...

Word 2010 cheat sheet: Quick reference charts | Computerworld

This zipped file contains the following quick reference cards to get you started with Microsoft Lync 2010: Microsoft Lync 2010 Attendant Quick Reference Card. Microsoft Lync 2010 Attendee Quick Reference Card. Microsoft Lync 2010 Instant Messaging and Presence Quick Reference Card. Microsoft Lync 2010 Conferencing Quick Reference Card. Microsoft Lync 2010 Sharing and Collaboration Quick Reference Card.

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Laminated quick reference card showing step-by-step instructions and shortcuts for how to use collaboration features of Microsoft Office Word 2010. The following topics are covered: Turning On/Off Track Changes, Tracking Table Changes, Show/Hide the Reviewing Pane, Accepting/Rejecting Changes. Inserting Comments, Reviewing Comments, Show/Hide Comments, Deleting Comments, Changing What is Shown, Showing Deletions and Moves in Balloons, Hiding Formatting Changes, Turning Off/On Tracking ...

Word 2010 Collaboration Quick Reference - Beezix

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Put your cursor at the end of the text you want to cite. Go to References > Insert Citation, and choose the source you are citing. To add details, like page numbers if you're citing a book, select Citation Options, and then Edit Citation.

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office Word 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Creating, Opening & Saving Documents; Working with Previous File Versions; Setting up the Page; Inserting/Deleting Text; Spacing between Paragraphs; Undo, Redo, and Repeat; Moving and Copying Text. Formatting: Changing Font, Size, Enhancements, Paragraph Alignment; Copying Formatting; Using the Mini Toolbar; Highlighter. Draft, Print Layout, Reading Views; Going to a Page; Searching Using the Navigation Pane; Creating and Editing Headers and Footers; No Header or Footer on the First Page, Inserting a Page Break. Checking Spelling, Grammar; AutoCorrect; Creating and Inserting Quick Part Building Blocks; Sending the Document as an E-mail Attachment; Saving as PDF; E-mailing a PDF; Printing Envelopes and Labels; Previewing and Printing. Also includes: Lists of Selection and Movement Shortcuts. This guide is one of several titles available for Word 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail, Merge & Forms, Word 2010 Templates & Macros, Word 2010 Collaboration Features.

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use collaboration features of Microsoft Office Word 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Turning On/Off Track Changes, Tracking Table Changes, Show/Hide the Reviewing Pane, Accepting/Rejecting Changes. Inserting Comments, Reviewing Comments, Show/Hide Comments, Deleting Comments, Changing What is Shown, Showing Deletions and Moves in Balloons, Hiding Formatting Changes, Turning Off/On Tracking Formatting. Hide/Show Specific Authors, Changing Author, Forcing Landscape Printing, Comparing Two Documents: Combining Multiple Documents, Comparing with Previous Versions, Comparing Documents Side by Side. Protecting your Document, Removing Personal or Hidden Information from a Document, Restricting Editing, Blocking Others from Editing Part of a Document Stored on SharePoint, Unblocking. Sharing a Document on SkyDrive, Sending a Link to a SkyDrive Folder, Sharing a Document on a SharePoint, Co-Authoring, Using the Navigation Pane While Co-Authoring, Resolving Conflicts. This guide is one of several titles available for Word 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail, Merge & Forms, Word 2010 Templates & Macros, Word 2010 Collaboration Features.

Dan Gookin gets you up to speed so you can get down to work with all the new features of Word 2010! Bestselling and quintessential For Dummies author Dan Gookin employs his usual fun and friendly candor while walking you through the spectrum of new features of Word 2010. Completely in tune with the needs of the beginning Word user, Gookin shows you how to use Word quickly and efficiently so that you can spend more time working on your projects and less time trying to figure out how to make Word perform the tasks you need it to do. This newest edition of Word For Dummies explains how to navigate the user interface and take advantages of file formats, and skips the unnecessary jargon. Unparalleled author Dan Gookin applies his beloved For Dummies writing style to introduce you to all the features and functions of Word 2010 Escorts you through the capabilities of Word 2010 without weighing you down with unnecessary technical jargon Deciphers the user interface and shows you how to take advantage of the file formats The word on the street is that Word 2010 For Dummies is a must-read!

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Laminated quick reference card showing step-by-step instructions and shortcuts for how to use mail merge and forms features of Microsoft Office Word 2010. The following topics are covered: Mail Merge: Choosing the Document Type, Recipient Lists: Creating a Recipient List in Word, Selecting an Existing Recipient List, Using Outlook Contacts, Editing an Existing Recipient List, Selecting and Sorting Recipients. Writing the Document: Creating a Label Document, Using an If...Then...Else Rule. Previewing the Merge & Merging, The Mail Merge Wizard, Highlighting Merge Fields. Forms: Showing Macro and Form Controls, Creating a Template Library in Windows 7, Creating the Template File, Inserting Content Controls, Setting Content Control Properties: Add a Title, Format Contents Using a Style, Self Destruct Plain or Rich Text, For Plain Text, For Building Block Gallery, For Combo Box and Drop-Down List, For Date Picker, For Check Box. Turning On/Off Design Mode, Changing Placeholder Text, Protecting a Form from Changes, Unprotecting a Form, Protecting Only Parts of a Form: Preventing Editing of a Control's Content, Prevent Editing Parts of a Document, Preventing Deletions. Accessing the Form to Fill it Out, Changing the Form Template. This guide is one of several titles available for Word 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail, Merge & Forms, Word 2010 Templates & Macros, Word 2010 Collaboration Features.

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Using Styles, Character, Paragraph, Linked Styles, Applying Character and Paragraph Styles, Creating a Style, Displaying the Styles Pane, Disabling Linked Styles, Changing Styles, Deleting a Style, Selecting All Text with the Same Style, Showing Formatting as Styles to Clean Up a Document, Importing Styles from Another Document, Using Numbered Lists with Styles, Adding Styles to the Default List, Applying Table Styles, Restricting Formatting, Creating a Table of Contents, Updating a Table of Contents, Preparing an Index, Generating an Index, Updating an Index, Section Breaks, Inserting a Section Break, Changing Page Numbering Mid-Document, Changing Headers and Footers, Changing Page Setup in a Section, Displaying the Section Number in the Status Bar, Inserting a Footnote/Endnote, Editing a Footnote/Endnote, Deleting a Footnote/Endnote, Creating a Bookmark, Going to/Selecting Bookmarked Text, Using Bookmarks to Refer to Pages, Outlining, Adding a Watermark, Inserting an Excel Spreadsheet, Comparing Documents Side by Side, Creating a Template Library in Windows 7, Creating a Template. This guide is one of several titles available for Word 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail, Merge & Forms, Word 2010 Templates & Macros, Word 2010 Collaboration Features.

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use macros and template features of Microsoft Office Word 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Templates: Templates vs. Documents, Using a Template, Creating a New Template, Editing a Template, Adding a Workgroup Template Folder, Changing which Template is Attached, Changing Defaults in the Attached Template, Changing Elements in the Attached Template, Changing the Normal Template. Making Elements Available in All Documents: Using Global Templates, Removing a Global Template, Organizing Macros and Styles in Templates and Documents, Inserting Fields with Options, Including Building Blocks in a Template, Copying Building Blocks Between Templates, Moving Building Blocks Between Templates, Creating a Custom Building Block, Creating Building Block Libraries. Macros: Showing the Developer Tab, Recording a Macro, Naming a Macro, Renaming a Macro, Creating a Macro without Recording, Editing Macros, Running Macros, Documenting

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Macros, Assigning Macros to the Quick Access Toolbar and Shortcut keys, Auto Macros, Calling Another Macro, Deleting Macros, Setting Macro Security, Getting Help on Visual Basic. This guide is one of several titles available for Word 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail, Merge & Forms, Word 2010 Templates & Macros, Word 2010 Collaboration Features.

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use formatting features of Microsoft Office Word 2010 at the intermediate level. The following topics are covered: Displaying the Ruler, Changing the Default Font, Settings Tabs, Moving Tab Positions, Removing a Tab Marker, Clearing All Tab Markers from the Ruler, Tab Tips, Setting Tabs with Leaders, Disabling Automatic Formatting, The Indent Markers, Changing Indents, Applying Indents Quickly, Creating Bulleted Lists, Changing Bullet Style, Creating Numbered Lists, Turning off Bullets or Numbering, Creating Multilevel Numbered List. Paragraph Breaks vs. Line Breaks, Changing Paragraph Spacing, Changing Line Spacing, Clearing Formatting, Using Quick Styles, Using Themes to Format the Document. Inserting a Table, Moving a Table, Inserting Rows within a Table, Adding a Row at the End of a Table, Inserting Columns within a Table, Changing Column Widths, Merging Table Cells, Splitting Cells of a Table, Centering a Table within the Margins, Changing Text Direction, Wrapping Text around Tables, Adding Space to Table Rows, Adding Paragraph/ Cell Borders and Shading, Inserting a Pre-Formatted Text Box, Drawing a Text Box, Formatting a Text Box. Finding and Replacing Text, Finding and Replacing Formats, Finding and Replacing Special Characters (Tabs, Spaces, etc.). Also includes: Lists of Table Selection Shortcuts and Formatting Shortcuts. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. This guide is one of several titles available for Word 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail, Merge & Forms, Word 2010 Templates & Macros, Word 2010 Collaboration Features.

Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2016, 2013, and 2010 products Word, Excel, and PowerPoint. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Word, Excel, and PowerPoint 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. Shortcuts for the following topics: Word: Text Selection Shortcuts; Movement Shortcuts; Special Characters; Switching Views; Formatting Shortcuts; Deleting Words and Other Shortcuts. PowerPoint: Slide Show Shortcuts; Media Shortcuts; Rehearsing Shortcuts; Outline View Shortcuts, and Other Shortcuts. Excel: Selection Shortcuts; Movement Shortcuts; Formatting Shortcuts; Copying Shortcuts; Formula Shortcuts; Print Preview Shortcuts; Special Characters and Other Shortcuts. Common Shortcuts for Word, Excel and PowerPoint. Also includes instructions for customizing the Quick Access Toolbar and the Status Bar.

Office 2013 For Dummies is the key to your brand new Office! Packed with straightforward, friendly instruction, this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013. After coverage of the fundamentals, you'll discover how to spice up your Word documents, edit Excel spreadsheets and create formulas, add pizzazz to your PowerPoint presentation, and much more. Helps you harness the power of all five Office 2013 applications: Word, Excel, PowerPoint, Outlook, and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color, graphics, and more Demonstrates navigating and editing an Excel spreadsheet, creating formulas, and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color, sound, pictures, and videos Explores Outlook, including configuring e-mail, storing contacts, organizing tasks, scheduling your time, and

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setting appointments Delves into designing Access databases, including editing, modifying, searching, sorting, and querying; also covers viewing and printing reports, and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient!

Experience learning made easy-and quickly teach yourself how to create impressive documents with Word 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include using styles and themes; sharing, printing, and publishing documents; editing images from within Word; using SmartArt diagrams and charts; creating references, footnotes, indexes, and tables of contents; collaborating with multiple people at the same time on the same document; and turning your ideas into blogs, Web pages, and more.

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