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Microsoft Word 2010 Joyce Cox,Joan Lambert,2010 This book offers enhanced features to create professional quality documents easier ways to work together with people and almost anywhere access to your files **Term by Term Book 4** **Term 2** Shanti Dhulia, Alka Batra, Manjeet Jauhar, Meera Aggarwal, TERM BY TERM 1 5 is a term series consisting of a total of fifteen books three term books per class Each book is divided into segments of English Mathematics Environmental Science for classes 1 2 Science Social Studies for classes 3 5 General Knowledge and Computer Science All the subjects have been designed to develop comprehensive understanding in learners and are essential for an interactive and participative atmosphere A progressive vision providing graded topics in all subjects has been ensured **Microsoft Word 2010 Digital Classroom** AGI Training Team,2011-10-14 The perfect book and video training package for Word 2010 This Word 2010 book and video training package from the same professional training experts who also create many training materials for Adobe Systems is like having your own personal instructor guiding you through each lesson but you work at your own pace The full color ebook includes 8 lessons that teach you the new features and quirks of Microsoft Word 2010 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 jam packed training package takes you well beyond the basics in a series of easy to absorb five minute lessons Walks you through 8 lessons each consisting of easy to follow step by step instructions and lesson files in

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Brilliant Word 2010 Steve Johnson, 2010-07-01 Brilliant Word 2010 allows you to find the information you need easily and without fuss It guides you through all the tasks and applications using a visual step by step approach It shows you how to create documents use formatting and editing tools create customized letters and envelopes and how to share documents

Word Tutorial for Beginners - Learn Microsoft Office 2010 from Scratch Arpit AGARWAL, 2018-04-02 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 To create business documents having various graphics including pictures charts and diagrams To store and reuse readymade content and formatted elements such as cover pages and sidebars To create letters and letterheads for personal and business purpose To design different documents such as resumes or invitation cards etc To create a range of correspondence from a simple office memo to legal copies and reference documents Audience This tutorial has been designed for computer users who are willing to learn Microsoft Word in simple steps and they do not have much knowledge about computer usage and Microsoft applications This tutorial will give you enough understanding on MS Word from where you can take yourself to higher levels of expertise Prerequisites Before you begin with this tutorial we assume you have a basic understanding of Computer peripherals like mouse keyboard monitor screen etc and their basic operations

Beginning Microsoft Word 2010 Ty Anderson, Guy Hart-Davis, 2010-12-28 Beginning Microsoft Word 2010 is a visually stimulating introductory guide that teaches the complete Word newbie as well as slightly experienced yet equally baffled users what they need to know to write that thesis or proposal tonight From the absolute basics like installing the software and creating documents to more advanced features like adding images and working with themes this book is your one stop source for using Word 2010 effectively This books shows you what s new in Word 2010 including advanced features for collaboration on documents and updates to the user interface while also

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