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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

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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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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

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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

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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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