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2010, it is on the laptop and I have used earlier versions at work before I retired.

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Word icon, click it to run the...

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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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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Joan is a Microsoft Certified
Professional, Microsoft Office
Specialist Master (for Office 2013,
Office 2010, and Office 2007),
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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.

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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

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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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