

Microsoft Word 2010 User Guide

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User manual Microsoft Word 2010 (66 pages)

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Basic options/preferences in the Microsoft Word 2010 All basic options/preferences changes (e.g. user name, default save location) are done via the Word Options dialog box. On the File menu, select Options to open the Word Options dialog box. At the bottom of the General tab a text box is located to enter/view the User name.

Handbook - Word processing - Microsoft Word 2010

1 About this guide This is a guide that targets the task of writing a Master Thesis at the Faculty of Law, University of Oslo. This guide is based on Microsoft Word 2010, the illustrations used are taken from Microsoft Word 2010. Juritekets primary task is to offer students IT-support at the Faculty of Law, questions

INTRODUCTION TO MICROSOFT WORD 2010

Author: Mariza Maini Peer review: Amita Bhuddi Headline: ITdesk.info – project of computer e-education with open access – Handbook for digital literacy Subheading: Advanced text processing – Microsoft Word 2010, Manual Peer review – Croatian version: Frane Šesni , mag.ing.el., EdukaCentar, ustanova za obrazovanje , Croatia Title page:

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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 Templates,

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Getting started with a basic document in Microsoft Word 2010 is as easy as opening Word and beginning to type. Or, if you want to create an additional document besides the one you already have opened, click on the File tab, click on New in the left column, then double click on Blank document and a new document window will appear.

Getting Started with Microsoft Word 2010

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The goal of the Microsoft Office 2010 working environment is to make working with Office files—including Microsoft Word documents, Excel workbooks, PowerPoint pre- sentations, Outlook e-mail messages, and Access databases—as intuitive as possible.

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