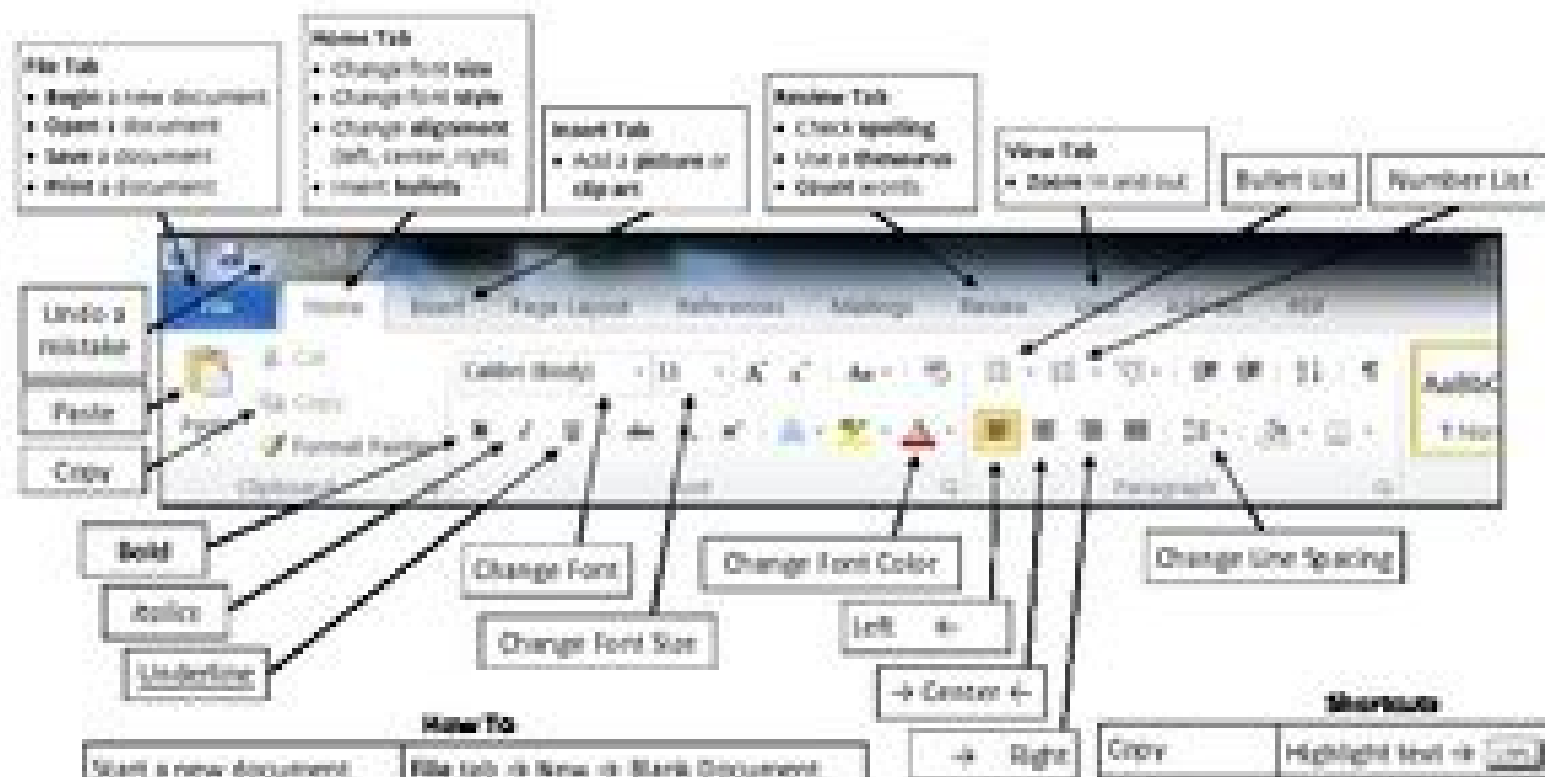


Microsoft Word 2010 — Quick Reference Guide



How To

Start a new document	File tab → New → Blank Document
Open a saved document	File tab → Open
Check spelling	Review tab → Spelling & Grammar
Print	File tab → Print
Copy	Highlight text → Home tab → Copy
Paste	Place cursor → Home tab → Paste
Save	File tab → Save
Number pages	Insert tab → Page Number

Shortcuts

Copy	Highlight text → Ctrl + C
Paste	Place cursor → Ctrl + V
Save	Ctrl + S
Undo	Ctrl + Z
Bold	Ctrl + B
Underline	Ctrl + U
Italic	Ctrl + I
Print	Ctrl + P

Word 2010 Quick Reference Guide Microsoft Office Training

Beezix, Inc Staff



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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

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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

The 2010 Stable Paul Hawking, Brendan McCarthy, Con Nikakis, 2015-05-20 For over 15 years the Stable series has introduced Microsoft Office applications to over 100 000 Australians The 2010 Stable provides an easy to use Australian introduction to the basics of Microsoft Word 2010 Microsoft Excel 2010 Microsoft Access 2010 Microsoft PowerPoint 2010 Covering the four applications with explanations on how they are integrated this manual helps the new user to learn and master the fundamentals of these industry standard applications through concise step by step instructions

Office 2010 Common Features Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff, 2010-12-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use features of Microsoft Office 2010 that are common to Word Excel PowerPoint Great companion product to Word Excel PowerPoint Introduction guides The following topics are covered Using the Ribbon Using The File Menu Backstage View Using the Quick Access Toolbar Using the Status Bar File Formats Compatibility with Previous Versions Formatting with the Mini Toolbar Using Themes to Format a Document Adding SmartArt Using Shape Styles The Research Task Pane Creating an Embedded Object from Another Office File Creating an Embedded Object from Another Office File Creating a Hyperlink Showing Macro and Form Controls Inserting Comments Deleting Comments Removing Personal Information Mark as Final Saving as PDF E mailing a PDF Restricting Distribution Digital Signatures Adding a Signature Line Word Excel Signing a Signature Line Viewing Digital Signatures Working with Multiple Windows This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

Microsoft Visual Studio 2010: A Beginner's Guide Joe Mayo, 2010-04-05 Essential Skills Made Easy Written by a Microsoft MVP and Visual Studio expert this hands on guide gets you started with the latest release of Microsoft's flagship Integrated Development Environment IDE Microsoft Visual Studio 2010 A Beginner's Guide shows you how to build applications from the ground up covering C VB NET ASP NET Silverlight Windows Presentation Foundation WPF and Windows Communication Foundation WCF You'll also learn how to customize the IDE adding your own tools that integrate with Visual Studio 2010 and edit and debug your applications Designed for Easy Learning Key Skills Concepts Chapter opening lists of specific skills covered in the chapter Notes Extra information related to the topic being covered Tips Helpful reminders or alternate ways of doing things Annotated Syntax Example code with commentary that describes the

programming techniques being illustrated Joe Mayo is an independent consultant specializing in Microsoft NET technologies He is the author of LINQ Programming and other books Joe is also the recipient of multiple Microsoft MVP awards **Office 2010 and 2007 Shortcuts Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card)** Beezix, Inc Staff,2010-11-01 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2010 and 2007 products Word Excel and PowerPoint 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 Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Date Time Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts PowerPoint Slide Show Shortcuts Media Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar Technical Communication with 2009 MLA and 2010 APA Updates Mike Markel,2010-06-15 Click here to find out more about the 2009 MLA Updates and the 2010 APA Updates Comprehensive and truly accessible Technical Communication guides students through planning drafting and designing the documents that will matter in their professional lives Known for his student friendly voice and eye for technology trends Mike Markel addresses the realities of the digital workplace through fresh samples and cases practical writing advice and a companion Web site TechComm Web that continues to set the standard with content developed and maintained by the author The text is also available in a convenient affordable e book format **Shortcuts for Microsoft Office 2013, 2010 and 2007 Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card)** Beezix Software Services,2014-06-20 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2013 2010 and 2007 products Word Excel and PowerPoint See topics below 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 **The Ophthalmic Assistant E-Book** Harold A. Stein,Raymond M. Stein,Melvin I. Freeman,2012-08-15 Excel in your clinical responsibilities with The Ophthalmic Assistant Whether you work in an ophthalmology optometry or opticianry setting this best selling reference delivers expert practical up to date guidance on ocular diseases surgical procedures medications and equipment as well as paramedical procedures and office management providing all the knowledge and skills you need to be a valuable asset to your team A real how to textbook Consult this full color visual guide for identification of ophthalmic disorders explanations of difficult concepts and depictions of the newest

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in Healthcare explores the individual's needs within the environment, examines the relationship between disability and a variety of traditional and cutting edge technologies, and presents a humanistic discussion of Technology Environment Intervention (TEI). Written by a multidisciplinary team of authors, this text introduces readers to a variety of conceptual practice models and the clinical reasoning perspectives. It also provides insight into how designers go about solving human tech problems, discusses best practices for both face-to-face and virtual teams, and looks at the psychological, sociocultural, and cognitive factors behind the development and provision of assistive technologies. Examines a wide range of technologies and environmental interventions. Demonstrates how a better understanding of the complexity of human interaction with both the physical and social environment can lead to better use of technology. Explores the future of technology and research in TEI. Complete with a range of learning features such as keywords, case studies, and review questions, this book is ideal for undergraduate and graduate students in occupational therapy and other related health professions, as well as those undertaking certification and board examinations.

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