



Word 2010

Features of the Microsoft Word Ribbon

"The Ribbon" is the professional term for the Microsoft Word toolbar, and is a part of many Microsoft programs, including Outlook, Excel, and PowerPoint. You can use the Ribbon to access virtually every feature of Word.



A. The File tab provides options for basic administrative tasks involving your document, such as saving, printing, and opening a new document.

B. The Home tab provides options to edit aspects of the basic formatting your document, such as the font (type, size, color, etc.), text alignment, and creating bulleted or numbered lists.

C. The Insert tab provides options to place visual enhancements in your document, such as pictures, tables, and charts.

D. The Page Layout tab provides options for more advanced formatting of your document, such as margins, page orientation (i.e. portrait/landscape), and size.

E. The References tab provides options for using various citations in your document, such as footnotes, bibliographies, and captions.

F. The Mailings tab provides options for sending out your document, such as selecting recipients and inserting a greeting line.

G. The Review tab provides options for editing your document's content, such as a Spelling and Grammar check, a translator, and inserting comments in specific areas.

H. The View tab provides options for examining your document, such as a full screen view, print previewing, and zooming in or out.

Adding, Formatting, and Removing Page Numbers

Page numbers are very useful for organization, returning to a certain part of your document quickly, and communication about your document. You can use them in articles, books, presentations, and more.

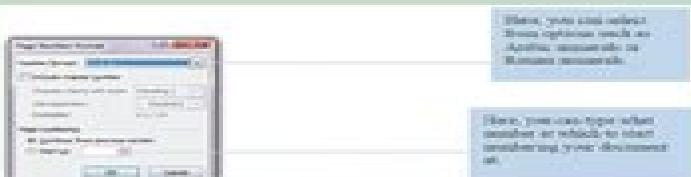
Inserting Page Numbers

1. Select the Insert tab.
2. Select the Page Number option. A list of options appears.
3. Select your preferred option. The page numbers appear in the place you have selected.



Formatting Page Numbers

1. Select the Format Page Numbers option.
2. Enter your desired changes.
3. Select OK.



Deleting Page Numbers

Repeat Steps 1-2 of Inserting Page Numbers.

1. Select the Remove Page Numbers option.



Word 2010 Pamphlet Master

M Carnoy

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Word 2010 Pamphlet Master,2014-07-17 Words 2010 is a step by step instructions created by Pamphlet Master as a complete guide on how to use Words 2010 This pamphlet will serve as your reference guide or training handout for all Words 2010 users Topics covered in the pamphlet are Features of the Microsoft Word Ribbon Adding Formatting and Removing Page Numbers Adding and Removing Line Numbers Using the Spelling and Grammar Check Creating and Inserting Screenshots Editing Margins Turning off the AutoFormat Using Formatting and Removing Styles Adding and Deleting Watermarks Using the AutoSave Adding and Deleting a Cover Page Inserting and Deleting Tables Inserting Editing and Deleting Charts

Microsoft Word 2010 Level 2 (English version) AMC College,2012*

Explore the Microsoft Office software Learn how to create edit save print documents and formatting text such as font type bolding underlining or italicizing This manual designed to provide skills and knowledge which will allow user to be able to use and operate the software at an advanced level especially as it relates to creating more complex documents and also automating document procedures

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The Public Library

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