

# \* Microsoft Word 2010

## Lesson 1

Word Lesson 1 presentation prepared by Kathy Clark (Southside H.S., IT Academy Teacher at Chesapeake, NC). Content from Microsoft Office Word 2010 Lesson Plans provided by Microsoft.

## \* Five Ways to Start Word 2010

1

- Use the Windows Start button

2

- Use a desktop shortcut

3

- Used *Most Frequently Used Programs* on left side of Start Menu

4

- Right-click a Word document and left-click to open

5

- Double-click a document already created in Word

#5  
Fastest way  
for already

# Microsoft Word 2010 Lesson 1 Exercise 1 Answer Key

**B Lingard**



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