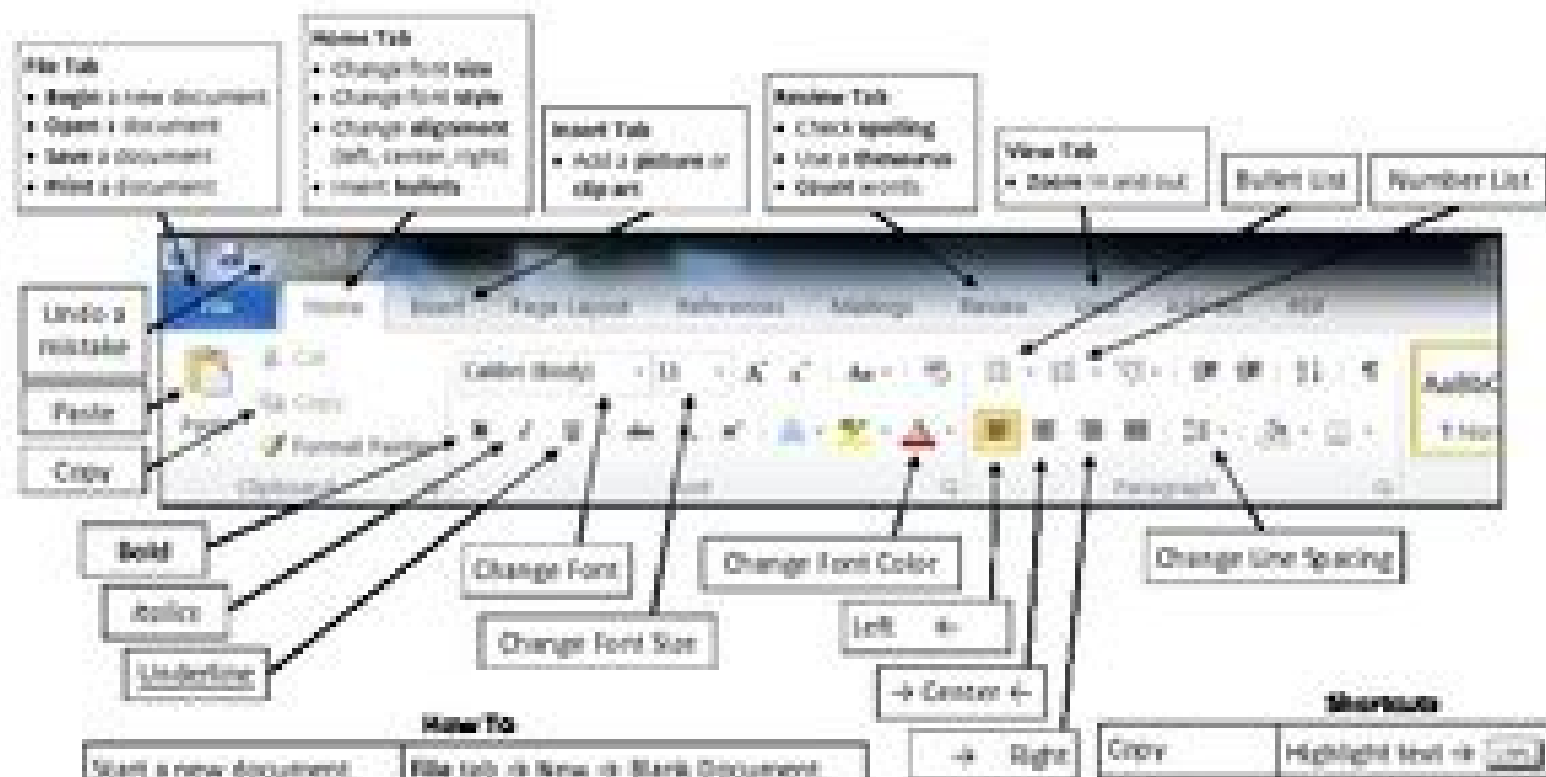


Microsoft Word 2010 — Quick Reference Guide



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

Microsoft Office 2010 Quick Reference Guide

Susan Ward



Microsoft Office 2010 Quick Reference Guide:

What's New in Microsoft Office 2010 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Ca Beezix, Inc Staff,2010-06-01 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2010 for Word Excel and PowerPoint for users upgrading from Office 2003 Also includes a command reference for each product showing Office 2003 commands and their Office 2010 equivalents Topics include Office The Ribbon Backstage View The File Menu Quick Access Toolbar Formatting Text with the Mini Toolbar Pasting with Live Preview Saving as PDF Emailing a PDF Co authoring Word PowerPoint Work Anywhere Office Web Apps Using Themes to Format a Document SmartArt Shape Styles New or Changed Picture Features Showing Macro and Form Controls New File Formats Working with Preview File Versions Other New or Changed Features Features No Longer Available Word Spacing between Paragraphs Showing the Ruler Contextual Spelling Navigating and Reorganizing using Headings Searching Using the Navigation Pane Creating and Using Quick Styles Using the Apply Styles Window Mail Merge Building Blocks Creating a Quick Part Building Block Inserting a Quick Part The Reviewing Pane Tracking Moved Text Improved Compare and Combine Other New or Changed Features Features No Longer Available Excel Limit Changes Resizing the Formula Bar Formula AutoComplete Improvements to Named Ranges Inserting a Sheet Page Layout View Showing Invalid Data Pasting Cells as a Linked Picture Changes to Excel Tables Lists Structured References in Excel Tables Filtering Pivot Tables with Slicers Other PivotTable Changes Inserting a Chart in a Cell Sparklines Filter Improvements New Conditional Formatting Sorting by Icon Cell Color or Font Color Other New or Changed Features PowerPoint Organizing Slides with Sections Resetting Placeholders Adding Placeholders to a Slide Master Adding a Customized Layout Background Styles New or Changed Text Features Using the Animation Painter Video Improvements Linking to a Web Video Syncing Animation Text Overlays with Audio Video Creating a Video File Broadcasting Using the Internet Other New or Changed Features Features No Longer Available This guide is suitable as a training handout or simply an easy to use reference guide for any type of user *Office 2010 For Dummies* Wallace Wang,2010-05-10 The latest edition of one of the bestselling Microsoft Office books of all time Spend less time figuring out Word Excel PowerPoint Outlook and Access and more time working on actual projects with this new edition of Office 2010 For Dummies Filled with straightforward friendly instruction this book gets you thoroughly up to speed and it actually makes doing Office work fun First learn all the basics then how to add more bells and whistles including how to spice up your Word documents edit Excel spreadsheets and create formulas add sound to your PowerPoint presentation and much more Helps you harness the power of Microsoft Office 2010 and all of its new functionality the book covers Word Excel PowerPoint Outlook and Access Explains and instructs in the straightforward friendly For Dummies style that makes instruction more accessible and skill building easier Covers typing and formatting text in Word and spicing up your documents Shows you how to navigate and edit an Excel spreadsheet create

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suboptimal designs and how to work around designs you can't change. You'll also find detailed sections on filtering and finding data aggregation subqueries and metadata as well as specific solutions for everything from listing products to scheduling events and defining data hierarchies. Simply put, if you already know the basics of SQL, *Effective SQL* will help you become a world-class SQL problem solver.

Advances in Human Aspects of Transportation Neville Stanton, 2021-06-26

This book discusses the latest advances in the research and development, design, operation, and analysis of transportation systems, including road, rail, aviation, aerospace, and maritime, as well as their supporting systems and infrastructure. Focusing specifically on the contributions made by human factors and ergonomics, it analyses a wealth of topics, methods, and technologies associated with accident analysis, automated and autonomous vehicles, assessment of comfort and distraction of drivers, and environmental concerns, giving emphasis to intelligent transport systems and driver assistance systems among other topics. Based on contributions to the AHFE 2021 Conference on Human Aspects of Transportation held virtually on July 25-29, 2021, from USA, this book offers extensive information on the latest human factors and ergonomics thinking and practice in the area of transportation and a thought-provoking guide to researchers, graduate students, and professionals in this field.

This book delves into Microsoft Office 2010 Quick Reference Guide. Microsoft Office 2010 Quick Reference Guide is a crucial topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Microsoft Office 2010 Quick Reference Guide, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Microsoft Office 2010 Quick Reference Guide
 - Chapter 2: Essential Elements of Microsoft Office 2010 Quick Reference Guide
 - Chapter 3: Microsoft Office 2010 Quick Reference Guide in Everyday Life
 - Chapter 4: Microsoft Office 2010 Quick Reference Guide in Specific Contexts
 - Chapter 5: Conclusion
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 3. In chapter 2, the author will delve into the foundational concepts of Microsoft Office 2010 Quick Reference Guide. The second chapter will elucidate the essential principles that must be understood to grasp Microsoft Office 2010 Quick Reference Guide in its entirety.
 4. In chapter 3, the author will examine the practical applications of Microsoft Office 2010 Quick Reference Guide in daily life. The third chapter will showcase real-world examples of how Microsoft Office 2010 Quick Reference Guide can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of Microsoft Office 2010 Quick Reference Guide in specific contexts. This chapter will explore how Microsoft Office 2010 Quick Reference Guide is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Microsoft Office 2010 Quick Reference Guide. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Office 2010 Quick Reference Guide.

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