

Word 2010 Introduction

Creating a New Document

A blank, new document displays when Word is launched. If Word is already open:

1. Choose **FILE**, then **NEW**.
 2. **CLICK** **BLANK DOCUMENT**  on the new document icon.
 3. Each office suite (Word, a category under OFFICE.COM) displays its own icons. Page layouts, for example, give a further indication of the document, and you choose a layout to use.
 4. Select one of the **RECENT TEMPLATES** or **SAMPLE** templates.
 5. For custom templates, click **MY TEMPLATES**.
 6. **CLICK** **OK** to go on.
- To quickly create a new document, press **Ctrl+N**.

Opening an Existing Document

1. Choose **FILE**, then **OPEN**, or press **Ctrl+O**.
2. Select the document, and click **OPEN**.
3. If a document is locked, click the **lock** icon displayed at the top of the listing box. **Click** on the lock, or choose **Click** button in the listing box.

Recently opened documents

- To open recently used documents or places, click on the **Recent**, **Recent Places**, or **Recent** tabs.
- To keep a document or place in the **RECENT** list, click **Keep**.

- To remove a document or place, click **Remove**.

Working with Previous File Versions

Recreated by Word 2010, Word 2010 opens a compatibility mode with Word 2007 documents. In Word 2010, the Word 2007:

- Documents are displayed or changed to keep the file available with Word 2007.
- To open a file for which Word 2010 is not compatible, choose **FILE**, **SAVE AS**, then **SAVE AS COMPATIBLE WITH WORD 2007**.

- To open a file for which Word 2010 is not compatible, choose **FILE**, **SAVE AS**, then **SAVE AS COMPATIBLE WITH WORD 2007**.
- To convert a file to Word 2010 format, choose **FILE**, **SAVE AS**, then **SAVE AS COMPATIBLE WITH WORD 2010**.

- To convert a file to Word 2010 format, choose **FILE**, **SAVE AS**, then **SAVE AS COMPATIBLE WITH WORD 2010**.
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Setting up Page Layout

1. Choose **FILE**, then **PAGE LAYOUT**.
2. Select the page layout to be used.
3. Choose a layout for the page layout.

- To make changes to just one page of the document, click **Page Layout**.

- To make changes to the whole document, click **Page Layout**.

- To make changes to the whole document, click **Page Layout**.

- To make changes to the whole document, click **Page Layout**.

Inserting/Deleting Text

To insert text:

1. Click where the text is to be inserted, then type.

To delete characters:

1. Place the insertion point in front of, or after, the text to be deleted.

2. Press **Backspace** to delete characters to the left, or **Delete** to delete characters to the right.

To delete a large amount of text:

1. Drag across the text to be deleted, or use one of the pointing tools under the **Text Selection** group.
2. Press **Ctrl+Delete** or **Ctrl+Backspace**.

To replace text, select the text, then type the new text.

Spacing between Paragraphs

By default, Word adds space between paragraphs. To start a new paragraph, press **Enter**. To start a new paragraph, press **Enter**.

To remove the default paragraph spacing:

1. Select the text.
2. Choose **FILE**, then **PARAGRAPH**, then **Spacing**.

Undoing/Redoing Actions

Undo (**Ctrl+Z**) or **Redo** (**Ctrl+Y**) to undo or redo an action. To undo or redo an action, press **Ctrl+Z** or **Ctrl+Y**.

To undo or redo an action, press **Ctrl+Z** or **Ctrl+Y**. To undo or redo an action, press **Ctrl+Z** or **Ctrl+Y**.

To undo or redo an action, press **Ctrl+Z** or **Ctrl+Y**. To undo or redo an action, press **Ctrl+Z** or **Ctrl+Y**.

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Copying/Formatting

1. Select the text to be formatted, then click the **Format** button.

2. Click the **Format** button, then click the **Format** button.

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Microsoft Word 2010 Introduction Study Guide

Ignatious Lesiba "Thapelo" Kekana



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web digimon or digimon adventure is a tv series which exists in the digimon tamers universe it was based off the digimon
created by the monster makers along with the video games and card games in real life it consists of the first two seasons of
digimon which are the only two seasons in continuity with one another tamers being a reboot unlike in
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web digital monster ver s digimon tamers デジモンタマーズ ver デジタル s デジモンタマーズ dejitaru monsutā bāshon s dejimon teimāzu ver s
short for version is a developed by bandai in 1998 for the as a part of the digimon virtual pet franchise

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web the third season of digimon digital monsters aka digimon tamers was licensed by saban entertainment in north america
and other english speaking territories and was distributed by bvs entertainment and buena vista television the show initially
aired on fox kids before distribution rights were held by disney later airing on toon disney and

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web sep 23 1998 experience the hot battle between digimon on the johiro network a new digimon world that unfolds in a
fictitious network that has been gathered together there are 70 digimon that appear including the original characters up to 4
digimon can be raised at the same time

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web digimon tamers デジモンタマーズ dejimon teimāzu is the third animated series based on the digimon franchise first broadcast
in 2001 the story takes place initially in the real world a world much like ours where digimon is just a franchise composed of
video games a collectible card game and

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english dub fox kids language english digimon tamers was originally produced by toei animation in 2001 and the episodes
were heavily edited by saban entertainment in the us for the fox kids network

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web digimon tamers takes place in a world where the popular digimon franchise is all the rage consisting of a cartoon video
games and the trading card game takato matsuda is a huge digimon fan that s particularly obsessed with the card game and

constantly daydreams about the universe therein

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web digimon digital monsters created by roberto santiago with steve blum mona marshall tifanie christun derek stephen prince a group of young teens is unexpectedly sent to the mysterious digital world and paired up with their own powerful morphing monster called the digimon

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web digimon tamers original title dejimon teimāzu tv series 2001 2002 tv y7 imdb rating 7 6 10 2 2k your rating rate animation action adventure an animated series based on the popular children s toy digimon in which kids raise electronic monsters to fight against those raised by other kids

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web digimon digital monsters series 5 primary works 5 total works manga adaption of the anime of the same name series following this one are digimon zero two and digimon tamers the last book in the digimon story is digimon

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web digimon tamers japonca デジモンテイマーズ romanize dejimon teimāzu veya digimon digital monsters 3 sezon 2 toei animation tarafından hazırlanan 2001 yapımı bir anime serisidir 3

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web digimon tamers japanese デジモンテイマーズ hepburn dejimon teimāzu is a japanese anime television series and the third television series in the digimon franchise produced by toei animation 2

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web aug 14 1999 a complete collection of over 205 episodes from the classic 4 anime seasons of digimon digital monsters dubbed in english by saban entertainment from 1999 to

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web digimon tamers is the third season of digimon it is set in a different universe than the first two seasons which exist as a tv show in the tamers universe afterward the d reaper will be at its most vulnerable when connected to its form in the digital world so yamaki and the monster makers decide to act now janyu scans terriermon

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web dec 6 2021 digimon digital monsters the complete collection saban entertainment english dub the edited version of the first two digimon adventure anime seasons were produced by saban entertainment for the us market in

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web digimon short for digital monsters is a japanese media franchise which encompasses virtual pet toys anime manga video

games films and a trading card game the franchise focuses on the eponymous creatures that inhabit a digital world which is a parallel universe that originated from earth s various communication networks

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web digimon digital monsters top rated sat feb 12 2000 s1 e37 wizardmon s gift kari has just given herself up to myotismon meanwhile the others are told that in order to defeat myotismon they must return kari s tag and crest to her gatomon is tricked into telling myotismon who the eighth child is

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web digimon digital monsters available on hulu crunchyroll digimon are digital monsters according to the stories they are inhabitants of the digital world a manifestation of earth s communication network

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