

INTRODUCTION TO MS-WORD 2010

LEARNING OBJECTIVES

- To introduce basic features of a Word 2010 processing software.
- To manage documents such as opening, creating, saving, editing and printing of word documents. (File Tab)
- To work with format painter, font and its styles, to edit text and paragraphs, to create lists and work with bullets and numberings. (Home Tab)

1.1 INTRODUCTION

We can work with Word 2010's rich functionality just about anywhere: using an internet browser, a mobile phone or our desktop computer. Using Microsoft Office Mobile 2010, we can use our Windows Phone 7 to work with our files from anywhere. Word Mobile 2010 is part of Office Mobile and is already on our Windows Phone 7 in the Office hub, so we don't need to download or install anything else to get started.

1.2 FEATURES OF WORD 2010

1. Formatting Effects

MS Word 2010 has new and improved formatting effects through which we can add effects such as gradient fills and reflections directly to the text in our document. We can also apply many of the same effects to text and shapes that we might already use for pictures, charts, and SmartArt graphics.

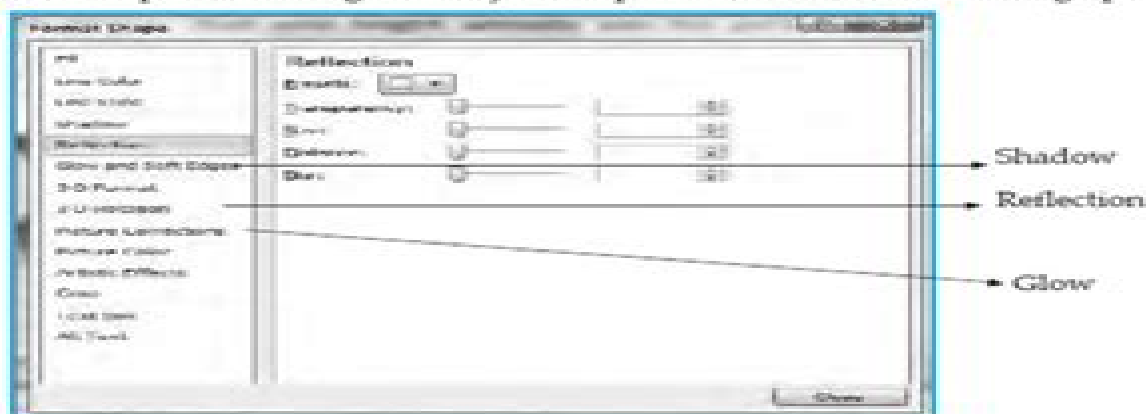


Fig. 1.2.1 : Different Formatting Effects

Itt Tech Microsoft Lab Manual Answers

Rachel Sandford



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