



# 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.

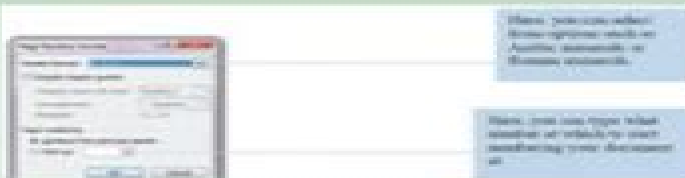
### Inserting Page Numbers

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

**AMC College (Chinese version)**



## **Word 2010 Pamphlet Master:**

**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

**Word 2010 Bible** Herb Tyson, 2010-10-19 In depth guidance on Word 2010 from a Microsoft MVP Microsoft Word 2010 arrives with many changes and improvements and this comprehensive guide from Microsoft MVP Herb Tyson is your expert one stop resource for it all Master Word s new features such as a new interface and customized Ribbon major new productivity boosting collaboration tools how to publish directly to blogs how to work with XML and much more Follow step by step instructions and best practices avoid pitfalls discover practical workarounds and get the very most out of your new Word 2010 with this packed guide

*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

**Traitement de texte (Microsoft Word 2010) Niveau 2** Advanced Micro Systems Sdn Bhd, Explorez les logiciels Microsoft Office Apprenez cr er diter sauvegarder imprimer des documents et formater le texte comme le type de police le gras le soulignement ou l italique Ce manuel est con u pour fournir des comp tences et des connaissances qui permettront l utilisateur d utiliser et de ma triser le logiciel un niveau avanc notamment pour cr er des documents plus complexes et automatiser les proc dures de documents

*Microsoft Word 2010 Level 2 (Versi Bahasa Melayu)* AMC College (Bahasa Melayu), 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

Procesamiento de Palabras (Microsoft Word 2010) Nivel 2 AMC College (Spanish version), Este curso se enfoca en ense ar a los estudiantes la aplicaci n avanzada de Microsoft Word 2010 cubriendo las bases de procesamiento de texto y edici n de documentos Los estudiantes aprender n la interfaz de Word y sus funciones b sicas incluyendo la entrada de texto formateo inserci n de im genes y configuraci n de encabezados y pies de p gina El curso cubrir la maquetaci n de documentos la aplicaci n de estilos y plantillas as como funciones de colaboraci n y revisi n de documentos A trav s de proyectos pr cticos los estudiantes dominar n caracter sticas avanzadas como la combinaci

n de correspondencia la generaci n de ndices y la revisi n de documentos Este curso es adecu Office Home and Student 2010 All-in-One For Dummies Peter Weverka,2010-09-24 One stop shopping for all the essentials of Office Home Student 2010 The Home Student version of Microsoft Office is ideal for anyone who needs the essential Office applications and can do without tools like Access and Outlook The version includes Word Excel PowerPoint and OneNote Each minibook offers straightforward advice helpful projects and real world examples that target the home and student audiences You ll benefit from instructions for creating a resume in Word establishing a home budget in Excel jazzing up a school presentation with PowerPoint and taking notes in OneNote Targets home and school users of Office 2010 who primarily need and use Word Excel PowerPoint and OneNote Demonstrates common everyday projects such as creating a cover letter in Word and creating reusable templates in Excel Walks you through spiffing up a school presentation with PowerPoint Offers straightforward instructions for taking notes in OneNote Reviews common Office 2010 tools and details the basics of the Office ribbon Office Home Student 2010 All in One For Dummies is your fun and friendly guide to the essentials of Office 2010 **Microsoft Word 2010** **2** AMC College (Japanese version), Microsoft Word 2010 Word Word Microsoft Word 2010 **2** Advanced Micro Systems Sdn Bhd, OpenOffice Writer OpenOffice Writer **Office 2010 All-in-One For Dummies** Peter Weverka,2010-04-07 The leading book on Microsoft Office now fully updated for Office 2010 Microsoft Office the world s leading productivity suite has been updated with new tools Veteran Office users as well as newcomers will need the comprehensive information in this bestselling All in One guide With a self contained minibook devoted to each Office application plus minibooks on how Office works together and how you can expand its usefulness Office 2010 All in One For Dummies gets you up to speed and answers the questions you ll have down the road Microsoft Office is the office productivity suite used around the globe nearly every business worker encounters it daily The 2010 revision will affect all applications in the suite Eight minibooks cover Word Excel PowerPoint Outlook Access Publisher common Office tools and ways to expand Office productivity Also covers the new online versions of Word Excel and PowerPoint as well as changes to the interface and new tools and techniques Office 2010 All in One For Dummies makes it easy to learn to use Office and gets you up and running on all the changes and enhancements in Office 2010 **Report on Manuscripts in Various Collections ...** Great Britain. Royal Commission on Historical Manuscripts,1913 **Reports** Great Britain. Royal Commission on Historical Manuscripts,1913 **The Engineer** ,2013 *Report on Manuscripts in Various Collections: The Hon. Frederick Lindley Wood; M.L.S. Clements, esq.; S. Philip Unwin, esq* Great Britain. Royal Commission on Historical Manuscripts,1913 **Report on Manuscripts in Various Collections: Its The manuscripts of the Hon. Frederick Lindley Wood, preserved at Temple Newsam, Leeds. 1913. Its Manuscripts of M. L. S. Clements, esq., preserved at Ashfield Lodge, Cootehill Co. Cavan. 1913. Its Manuscripts**

**diaries belonging to S. Philip Unwin, esquire, of Bradford. 1913** Great Britain. Royal Commission on Historical Manuscripts, 1913      *School Library Journal* , 2010      **Panoramas, 1787-1900 Vol 1** Laurie Garrison, Anne Anderson, Sibylle Erle, Verity Hunt, Peter West, Phoebe Putnam, 2024-05-17 The panorama is primarily a visual medium but a variety of print matter mediated its viewing adverts reviews handbills and a descriptive programme accompanied by an annotated key to the canvas The short accounts programs reviews articles and lectures collected here are the primary historical sources left to us      **Flyover** , 2002      **New York Magazine** , 1972-08-14 New York magazine was born in 1968 after a run as an insert of the New York Herald Tribune and quickly made a place for itself as the trusted resource for readers across the country With award winning writing and photography covering everything from politics and food to theater and fashion the magazine s consistent mission has been to reflect back to its audience the energy and excitement of the city itself while celebrating New York as both a place and an idea

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