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Microsoft® Word 2010 Step by Step [Book]

I bought Word 2010 Step by Step when I ordered Outlook (to fix on PC, install on laptop) and Excel 2010 (to create home budge spreadsheets) and both severed purpose well. I really don't have much call for Word 2010, it is on the laptop and I have used earlier versions at work before I retired.

Amazon.com: Customer reviews: Microsoft Word 2010 (Step by ...

Teach yourself exactly what you need to know about using Office Professional 2010-one step at a time! With STEP BY STEP, you build and practice new skills hands-on, at your own pace. Covering Microsoft Word, PowerPoint, Outlook, Excel, Access, Publisher, and OneNote, this book will help you learn the core features and capabilities needed to:

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Step 3: Check the I accept the terms of this agreement box and then click Continue button to proceed to the next step. Step 4: Here, you have two options: Install Now or Customize. Clicking the Install Now button will begin installing Office 2010 on your Windows drive.

How to Install Microsoft Office 2010 for PC

Click Start, > Computer, and right-click in the disc drive where the Office 2010 installation disc was inserted, and select Open. Open the x64 folder in the installation root, and then double-click setup.exe. After setup completes, continue by following the default installation instructions, by entering the product key (step 2).

Install Office 2010 - support.microsoft.com

Chapter 1 of exploring and learning how to use Microsoft Word 2010 software. Visit <http://oreilly.com/catalog/9780735626935/> to download practice files for t...

Exploring Microsoft Word 2010 User Interface - Part 1 ...

Open Word by using theStart menu or by double-clicking on the desktop icon for Microsoft Office Word 2010. 2. By default, Word will open with the Home tabof the Ribbonactive. 3.

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Microsoft Word 2010 Step by Step by Joyce Cox

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Microsoft Word using various levels of headings. Step 1 – Consider a document having different levels of headings. Step 2 – You can insert a table of content anywhere in the document, but the best place is always at the beginning of the document.

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Microsoft Word 2010 - pearsoncmg.com

"Microsoft Word 2010 Step-by-Step" provides a quick and easy reference to updating my skills in order to remain highly efficient in my daily office tasks.

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The video edition of the Microsoft Press book "Word 2010 Step by Step", presented by Mike Halsey

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