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Microsoft Office 2010 Quick Start Guide. In addition, it provides you with links to even further detailed and/or specialized training. By design, this guide can be used as a replacement for the Windows 7 and Microsoft Office 2010 Quick Start Guide section for "Microsoft Word 2010" and the Word-related pieces

Detailed Guide to Office 2010 - Word - Renfro

Quick Styles in Word 2010. In this chapter, we will discuss how to apply quick styles in Word 2010. Microsoft Word provides a gallery of Quick Styles that you can apply to headings, titles, text, and lists. Quick styles come with canned formatting choices, such as font, boldface, and color which we will understand in this chapter. Apply Quick ...

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In this chapter, we will discuss how to apply quick styles in Word 2010.

Microsoft Word provides a gallery of Quick Styles that you can apply to headings, titles, text, and lists. Quick styles come with canned formatting choices, such as font, boldface, and color which we will understand in this chapter.

Quick Styles in Word 2010 - Tutorialspoint

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You can make your own Word 2010 styles most easily by creating the style in a document and then basing a new style on your already formatted text. Use all your formatting skills and power to format a single paragraph just the way you like.

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How to Make Your Own Formatting Style in Word 2010 - dummies

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Right-click the command you want to remove from the Quick Access Toolbar, and then click Remove from Quick Access Toolbar on the shortcut menu. Change the order of the commands on the Quick Access Toolbar. Right-click the Quick Access Toolbar, and then click Customize the Quick Access Toolbar on the shortcut menu.

Customize the Quick Access Toolbar - Office Support

Word 2010 Tips and Tricks. When working in Microsoft Word 2010, don't

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forget these handy tips and tricks to get something done quickly or to format your text more in a more pleasing way. Press Ctrl+Enter to start a new page. A manual page break is inserted, which forces a new page automatically.

Word 2010 For Dummies Cheat Sheet - dummies

You can use the Quick Part Gallery to create, store, and reuse pieces of content, including AutoText, document properties (such as title and author), and fields. These reusable blocks of content are also called building blocks. AutoText is a common type of building block that stores text and graphics. You can use the Building Blocks Organizer to find or edit a building block.

Use Quick Parts and AutoText in Word - Word

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