



ILLUSTRATED COURSE GUIDES

Microsoft® Word 2010

Advanced



Carol Cram

Advanced Guide To Microsoft Word 2010

Beezix Software Services, Inc

Advanced Guide To Microsoft Word 2010:

Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services, Inc, 2010-08-09 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2010. This guide is suitable as a training handout or simply an easy to use reference guide for any type of user. The following topics are covered: Using Styles, Character Paragraph Linked Styles, Applying Character and Paragraph Styles, Creating a Style, Displaying the Styles Pane, Disabling Linked Styles, Changing Styles, Deleting a Style, Selecting All Text with the Same Style, Showing Formatting as Styles to Clean Up a Document, Importing Styles from Another Document, Using Numbered Lists with Styles, Adding Styles to the Default List, Applying Table Styles, Restricting Formatting, Creating a Table of Contents, Updating a Table of Contents, Preparing an Index, Generating an Index, Updating an Index, Section Breaks, Inserting a Section Break, Changing Page Numbering, Mid Document, Changing Headers and Footers, Changing Page Setup in a Section, Displaying the Section Number in the Status Bar, Inserting a Footnote, Endnote, Editing a Footnote, Deleting a Footnote, Endnote, Creating a Bookmark, Going to Selecting Bookmarked Text, Using Bookmarks to Refer to Pages, Outlining, Adding a Watermark, Inserting an Excel Spreadsheet, Comparing Documents Side by Side, Creating a Template Library in Windows 7, Creating a Template.

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