



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.

This guide is one of several titles available for Word 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail Merge, Forms Word 2010 Templates, Macros Word 2010 Collaboration Features.

## **Illustrated**

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**Illustrated Course Guide: Microsoft Word 2010 Advanced** Carol Cram, 2011-01-06 Loved by instructors for the visual and flexible way to build computer skills the Illustrated Course Guides are ideal for teaching Microsoft Word 2010 to students across experience levels. Each two page spread focuses on a single skill making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Word 2010 concepts and skills into three manageable levels: Basic, Intermediate, and Advanced, perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Joanne Marschke Arford,2011 *Adobe Acrobat DC Training Manual Classroom in a Book* TeachUcomp ,2019-10-27

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