

Advanced Microsoft Word 2010 Desktop Publishing Answers

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University of Oslo. This guide is based on Microsoft Word 2010, the illustrations used are taken from Microsoft Word 2010. Juritekets primary task is to offer students IT-support at the Faculty of Law, questions regarding the regulations for the Master Thesis can be directed to the Information Centre.

Microsoft Word 2010 Screen Elements Screen Element Description Quick Access Toolbar (QAT) Displays buttons to perform frequently used commands with a single click. Frequently used commands in Word include Save, Undo, Redo, and Print. For commands that you use

frequently, you can add additional buttons to the Quick Access Toolbar.

Ensure that each student is seated at a computer loaded with Microsoft Word 2010. Distribute copies of the Microsoft Word 2010 Screenshot (3.A.3) handouts and show the Introduction to Microsoft Word 2010 video (3.A.2). During the video, pause and point out certain features as ...

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Students will learn the basics of desktop publishing and design. They will create various projects in Microsoft Word as directed by the teacher. (This unit has been used by CTE Intro teachers for some time. We do not know who originally created it, so if it is you, please contact Jeff Hinton or Mike Wood and we would be happy to list you as the ...

You'll find PDF listed as the last item in the Common Formats section at the beginning of the list. Alternatively, you can use File> Print then click the PDF button at the bottom of the dialog window & select Save as PDF. Both methods do exactly the same thing. Regards, Bob J.

Microsoft Word 2010 Screen Elements Screen Element Description Quick Access Toolbar (QAT) Displays buttons to perform frequently

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used commands with a single click. Frequently used commands in Word include Save, Undo, Redo, and Print. For commands that you use frequently, you can add additional buttons to the Quick Access Toolbar.

Word 2010 i About the Tutorial Microsoft Office Word 2010 allows you to create and edit personal and business documents, such as letters, reports, invoices, emails and books. By default, documents saved in Word 2010 are saved with the .docx extension. Microsoft Word can be used for the following purposes:

P a g e | 2 I. Beginning in Microsoft Word Opening Microsoft Word: To open Microsoft Word, click on the Start Icon and slide the mouse up so the cursor is on All Programs >Microsoft Office (click)>Microsoft Word.The program will open showing a new document page. Title bar: This is located at the very top of the screen. On the Title bar, Microsoft Word displays the name of

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