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salutation - positioned
two lines below the last
line of the inside
address. If you do not
know the addressee's
name, use their title in
the salutation - i.e.

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A new feature in Word
2010, or in any

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application of Office 2010, is that we can customize the ribbon. We have a number of ways of doing this. The first and fastest way is to, right-click anywhere on the ribbon and select “Customize the Ribbon” from the drop-down menu.

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Word to open Microsoft Word 2010. Select File >> New or press Ctrl + N to open a new document. Place the insertion point at the blank screen where we want to type the text. With respect to class 3 Introduction to MS-Word 2010, components of MS-Word 2010. Look below, this is how MS - Word screen looks like . Changing the size of the text

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Introductory Chapter 3 METHODOLOGY 3.1

Introduction Research can be defined as the systematic process of collecting and logically analysing data for a given purpose

(McMillan & Schumacher, 2010). However, this definition is generalised to some degree, since many methods are used to investigate a problem or question. Research

CHAPTER 3

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METHODOLOGY 3.1

Introduction

4.2.3 Add a text entry to the AutoCorrect list during a spelling check 38

4.3 Count the number of words in a document 39

4.3.1 Count the words as you type 39

4.3.2 Count the words in a selection or selections 39

4.3.3 Include text in footnotes, endnotes and text in boxes in the word count 41

4.4 Insert a page break 42

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INTRODUCTION TO MICROSOFT WORD 2010

CHAPTER 3:
MICROSOFT OFFICE:
WORD 2010 Microsoft
Office 2010 includes
programs, servers, and
services for individuals
and organizations. The
insertion point is a
blinking vertical line
that indicates where
text or graphics will be
inserted. In Office 2010
programs, the mouse

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pointer is a symbol that

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Navigating MS Word
2010. ... Perhaps, for
example, you want to
make a section title a
chapter title instead.

To do that, you'd
promote it. Find and
Replace. Find and
Replace can also be
used to edit words or

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sections of a
document. 3

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2010 Series Shelly
Cashman Series(r)
Office 2010 Shelly
Cashman series, Gary
B. Shelly: Authors:
Gary B. Shelly, Misty E.
Vermaat: Publisher:

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Length: 368 pages:
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you'll find features that
are specifically
designed to engage
students, improve

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Gary B. Shelly ...

1. Definition of Word Processing =>
Microsoft Word 2010 software is a program that helps you create any type of written communication. => A Microsoft Word can be used to manipulate text data to produce a letter, a report, memo, or any other type of correspondence. => Text data is any letter, number, or symbol that you can type on

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keyboard. => The
grouping of the text
data to form words ...

Chapter1

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Basics ABOUT THIS

CLASS This class is

designed to give a

basic introduction into

Microsoft Word 2010.

Specifically, we will

progress from learning

how to open Microsoft

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Word to creating a document and utilizing many useful functions. It is impossible in two hours to

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about the MS Word
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In this introductory chapter, you'll learn about the Word interface, working in different views, and entering and editing text. For information on launching and quitting Word, as well as performing basic document-related tasks, such as creating, opening, saving, and closing documents, see Chapter 2.

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