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Beginning Microsoft Word 2010 Ty Anderson,Guy Hart-Davis,2010-12-28 Beginning Microsoft Word 2010 is a visually stimulating introductory guide that teaches the complete Word newbie (as well as slightly experienced yet

equally baffled users) what they need to know to write that thesis or proposal tonight. From the absolute basics like installing the software and creating documents to more advanced features like adding images and working with themes, this book is your one-stop source for using Word 2010 effectively. This book shows you what's new in Word 2010—including advanced features for collaboration on documents and updates to the user interface—while also providing a solid grounding in overall word processing skills. Using step-by-step instructions as well as visual aids and screenshots, *Beginning Microsoft Word 2010* will guide you from a no-nothing newbie to a proficient and knowledgeable Word user.

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Using Microsoft Word 2010, Enhanced Edition Tim Huddleston, 2011

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Zimmerman,S. Scott Zimmerman,2010-08-22 With the New Perspectives' critical-thinking, problem-solving approach, students will gain a comprehensive understanding of Microsoft Office Word 2010 and will learn how to take advantage of the flexibility it offers. Case-based tutorials challenge students to apply what they are learning to real-life tasks, preparing them to easily transfer skills to new situations. With New Perspectives, students understand why they're learning what they're learning and are better situated to retain skills beyond the classroom.

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