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How to Write a Book: 13 Steps From a Bestselling Author
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Spell. Test. PLAY. Match. Gravity.
Created by. bbroussard. Word Study
Guide. Terms in this set (119)
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recover a previous version of a document. Compatibility Checker. Looks for features that are not supported by previous versions of Word.

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Microsoft SharePoint. Each part of the book covers one exam.

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Double-clicking the word 2010 icon on your desktop allows you to start word without going through the start menu
True Typically, the last piece of information entered in a business letter is the salutation and the name of the person sending the letter

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In a Word 2010 document, what are the printable text and graphics at the top of each page called? Header.

Which ribbon contains the command to create headers in a document?

Insert. Which group contains the command to place text at the bottom edge of each printed page of a document? Header & Footer.

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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 ?

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the Information Centre.

~~INTRODUCTION TO MICROSOFT WORD 2010~~

Use this lesson plan to guide your instruction on how to use Microsoft Word. With it, students will read a lesson that steps them through the basic components of Microsoft Word, pausing to apply ...

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Word for Microsoft 365 Word 2019
Word 2016 Word 2013 Word 2010
More... Less When Word finishes
checking the spelling and grammar
and errors corrected, you can choose
to display information about the
reading level of the document,
including readability scores according
to the Flesch-Kincaid Grade Level test

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and Flesch Reading Ease test .

~~Get your document's readability and level statistics—Word~~

In Word 2010, a style is nothing more than a clutch of text and paragraph formats. You give the style a name, and then you use it to format your text in a Word document: 1 In your document, select the text you want to format. You can select text in a number of ways. For example, click-and-drag over the text you want to select.

~~How to Use a Formatting Style in Word 2010—dummies~~

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