

Study Guide For Word 2010 Session 1

~~Word 2010 Tutorial: A Comprehensive Guide to Microsoft Word~~ ~~How to Create a Booklet in Microsoft Word~~ ~~Page Numbers Starting at a Specific Page in Word 2010~~

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Learn more. The core-level Microsoft Office Word 2010 user should be able to navigate Microsoft Office Word 2010 software at the feature and functional level. They should be familiar with and know how to use at least 80 percent of the features and capabilities of Microsoft Office Word 2010. The core-level user should be able to use Microsoft Office Word 2010 to create and edit professional-looking documents for a variety of purposes and situations.

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Demonstrate your expertise with Microsoft Office 2010! This all-in-one guide is designed to help you practice and prepare for the four core Microsoft Office Specialist (MOS) exams. With the MOS 2010 Study Guide, you get full, objective-by-objective coverage for: Exam 77-881: Microsoft Word 2010; Exam 77-882: Microsoft Excel 2010

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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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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.

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