

Study Guide For Word 2010 Session 1

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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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~~INTRODUCTION TO MICROSOFT WORD 2010~~

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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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