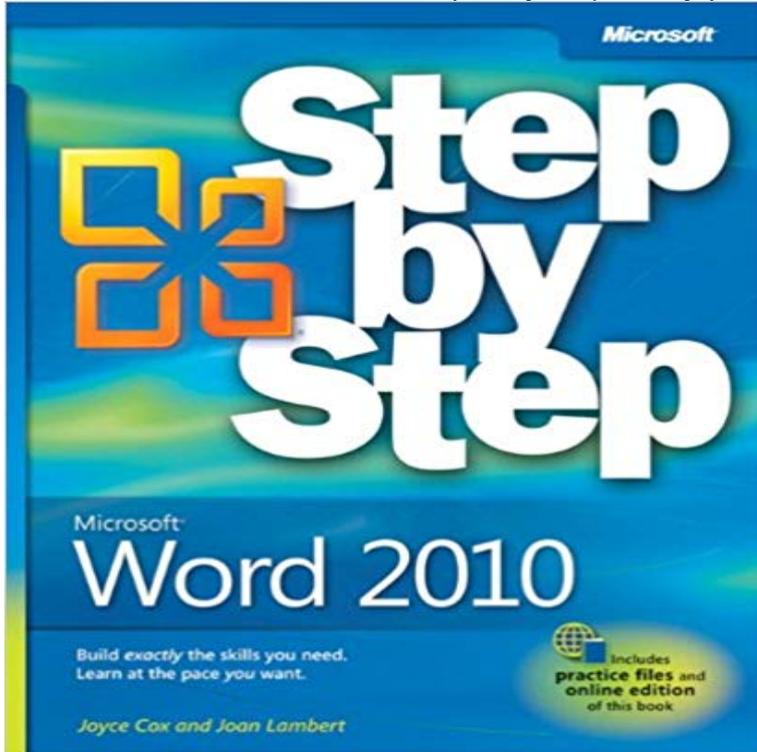# Microsoft Word 2010 (Step by Step)

Experience learning made easy-and quickly teach yourself how to create impressive documents with Word 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include using styles and themes; sharing, printing, and publishing documents; editing images from within Word; using SmartArt diagrams and charts; creating references, footnotes, indexes, and tables of contents; collaborating with multiple people at the same time on the same document; and turning your ideas into blogs, Web pages, and more.   From Inside the Book: How to Add Watermarks   There might be times when you want words to appear behind the text of a printed or online document. For example, you might want the word CONFIDENTIAL to appear faintly behind the text in a contract. When you want to dress up the pages of your document without distracting attention from the main text, you might consider displaying a faint graphic behind the text. These faint background effects are called watermarks. Watermarks are visible in a document, but because they are faint, they dont interfere with the readers ability to view the documents main text.   In this exercise, youll first add a text watermark to every page of a document, and then youll add a graphic watermark.   SET UP You need the AuthorsDraft_start document and the OTSI-Logo picture located in your Chapter09 practice file folder to complete this exercise. Open the AuthorsDraft_start document, and save it as AuthorsDraft. Turn off formatting marks and the ruler, and set the magnification so that you can see all the text. Then follow the steps.   1. On the Page Layout tab, in the Page Background group, click the Watermark button.   The Watermark gallery appears.   You can click the thumbnail of a predefined watermark or click Custom Watermark to define your

own. 2. Scroll to the bottom of the gallery, noticing the available options. Clicking any of these options inserts the specified watermark in pale blue on every page of the current document. 3. Below the gallery, click Custom Watermark. The Printed Watermark dialog box opens.

In this dialog box, you can specify a picture or text watermark. 4. Click Text watermark, display the Text list, and then click DRAFT. 5. Ensure that Verdana appears in the Font box. 6. Click the Color arrow, and then click the purple box (Purple, Accent 4). 7. With the Semitransparent check box and Diagonal option selected, click OK. The specified text is inserted diagonally across the page.

The text watermark is faint enough to read the text but bold enough to be noticed. 8. On the Page Layout tab, in the Page Background group, click the Watermark button, and then click Custom Watermark. 9. In the Printed Watermark dialog box, click Picture watermark, and then click Select Picture. The Insert Picture dialog box opens. 10. Navigate to your Chapter09 practice file folder, and double-click the OTSI-Log picture file. 11. In the Printed Watermark dialog box, change the Scale setting to 200%, and then click Apply. 12. Drag the dialog box by its title bar until you can see the watermark. Then change the Scale setting by typing 400%, and click Apply. 13. With the Washout check box selected, click Close. The picture is inserted as a watermark at the size you specified. The picture watermark adds visual interest without obscuring the text. CLEAN UP Save the AuthorsDraft document, and then close it.

Here are some basic tasks that you can do to help you learn how to use Microsoft Word 2010. Get the Microsoft Office Professional 2010 Step by Step at Microsoft Store and Covering Microsoft Word, PowerPoint, Outlook, Excel, Access,Microsoft Word 2010 is a sophisticated word processing program that helps you Customizable ribbon The logical next step in the evolution of the command.Experience learning made easy-and quickly teach yourself how to create impressive documents with Word 2010. With STEP BY STEP, you set the pace-building After completing this course, students will be able to: Work in the user interface. Create, enter text in, and save documents. Open, move around in, and close documents. View documents in different ways. Make text changes. Find and replace text. Fine-tune

text. Correct spelling and grammatical errors.This guide explains how to print a document in Microsoft Word 2010. Step 1: Open an existing Word document or start a new document and type your text.Word 2010 is the word processing application in the Microsoft Office 2010 suite. Get help producing and sharing documents here. This one-day instructor-led course provides students with an overview of the features and functions of Microsoft Word 2010. - 3 min - Uploaded by to Create a Mail Merge in Microsoft Word 2010 Tutorial has put together a Microsoft - 21 min - Uploaded by OReillyChapter 1 of exploring and learning how to use Microsoft Word 2010 software. Visit http This guide explains how to save a document in Microsoft Word 2010. Some steps may be slightly different depending upon your version of Word. Youll need:. - 99 min - Uploaded by Sali KaceliAn easy to follow step-by-step tutorial outlining everything you need to know about Word for After completing this course, students will be able to: Add hyperlinks. Insert fields. Add bookmarks and cross-references. Create and modify tables of contents. Create and modify indexes. Add sources and compile bibliographies. Understand mail merge. Prepare data sources. Example files for the title: Microsoft :registered: Word 2010 Step by Step, by Joyce Cox. Microsoft Word 2010 Step by Step, by Joyce Cox.You can start Word 2010 in a number of ways, then create documents to your dont see the Microsoft Word 2010 icon or program name, you must obey Step 3, Get the Microsoft Word 2013 Step By Step at Microsoft Store and compare MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and - 25 min - Uploaded by Amir ParmarIn this video learn how-to create Mail Merge in Microsoft Office 2010/2007. Learn to create