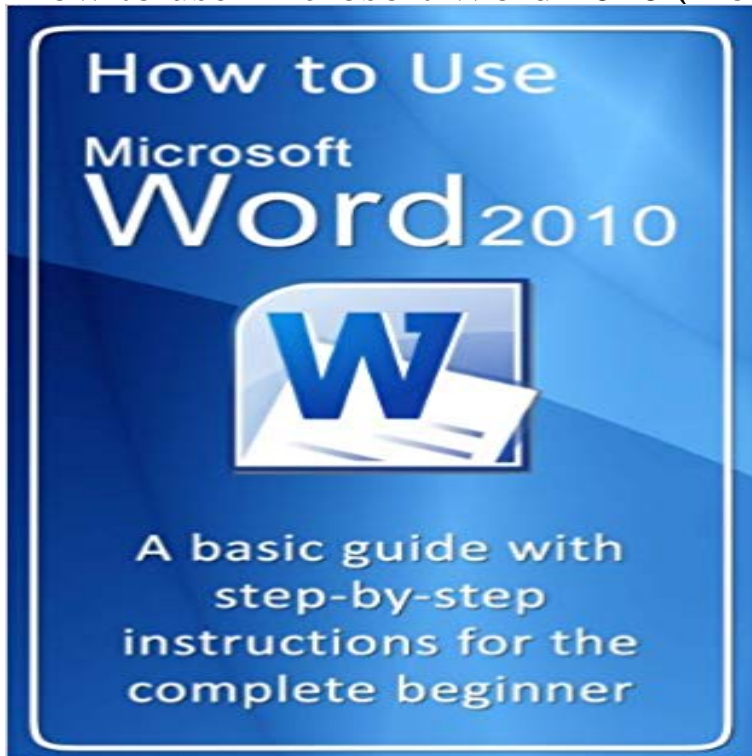


## How to use Microsoft Word 2010 (How to use Microsoft Office 2010)



This easy to follow book helps employees, students, teachers and parents wanting their children to get a head start in their use of word processing software. This book shows you how to use the basic tasks in Microsoft Word 2010. This simple step by step tutorial introduces you to the main functions of word processing using Microsoft Word 2010. It is suitable for absolute beginners and those looking for a refresher guide into Word 2010. The book is divided into clear sections that demonstrate the separate skills that you can follow at your own pace. The book offers a gradual introduction to the correct vocabulary to ease the learning of the software and improve future communication. Overview o An introduction to the basics of Microsoft Word 2010. o It can be used by professionals, teachers, parents or children. o It shows you how word processors may be used in a range of different situations. o It is divided in a series of lessons/chapters which you can follow at your own pace. o You will need no additional assistance.

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