



Microsoft Office Word 2010 QuickSteps

Marty Matthews

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Step-by-Step, Full-Color Graphics!

Start using Word 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful word processing application. Follow along and quickly learn how to create and format documents, add tables, charts, and graphics, use mail merge, collaborate with others, save Word documents as web pages, and much more. Get up to speed on Word 2010 in no time with help from this practical, fast-paced guide.

Use these handy guideposts:

- Shortcuts for accomplishing common tasks
- Need-to-know facts in concise narrative
- Helpful reminders or alternate ways of doing things
- Bonus information related to the topic being covered
- Errors and pitfalls to avoid

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