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Microsoft Word 2010 - General Information . 1. Your best first step is to look at the Getting Started video, accessed via File / Help. 2. Microsoft Office Backstage (Word) - This refers to the tab labeled File on each of your Microsoft Office products and is basically where you will manage your files, as it primarily contains

Detailed Guide to Office 2010 - Word

In Microsoft Office 2010, this has been replaced with a tab in the Ribbon labeled File, when you left-click on this tab a drop-down menu appears. From this menu you can perform the same functions as were found under the Microsoft Office Button menu, such as; create a new spreadsheet, open existing files, save files in a variety of ways, and print.

WORD BASICS: MICROSOFT OFFICE 2010

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want to reference, and press . Enter. COUNT Function: Click the cell where you want to place a count of the number of cells in a range that contain numbers. Click the . Sum. on list arrow on the Home tab and select . Enter the cell range you want to reference, and press . Enter. Complete a Series Using AutoFill: Select the

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This is the final version of the Microsoft Office 2010 productivity suite, one of the most historically popular and useful tools in the entire personal computing industry. Microsoft Office 2010 Business

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