
Microsoft Office 2010 Inside Out

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ESSENTIAL MICROSOFT OFFICE 2010

Lesson 1: Introduction to Word 2010 7 If this is not the case, from the File menu select New and double click on Blank document (Fig 12) Fig 12 The Office 2010 New Document window Now take a moment to look at each of the Ribbons for Office Word 2010...

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Lesson 3: The Office Drawing Tools 3 THE OFFICE DRAWING ...

Lesson 3: The Office Drawing Tools 87 Another useful drawing tool is called WordArt, which makes it easy for you to insert decorative text into your document (Fig 37) Fig 37 WordArt Styles Group in the Picture Tools Format Ribbon Changing the Page Orientation There are two possible orientations for a page in Microsoft ...

Exchange / Outlook 2010 Creating an Out of Office Message

Exchange / Outlook 2010 Creating an Out of Office Message When away from the office for an extended period of time, it is a good idea to set an Out of Office message Outlook will send an automatic response to some or all of the people who send you e-mail messages while you are out of the office

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