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How-To Guide for Using Autotext Quick Parts In Office 2010

This guide is based on Microsoft Word
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Microsoft Word 2010. Juritekets primary
task is to offer students IT-support at the
Faculty of Law, questions ... The Quick
Access Toolbar is a customizable toolbar
that contains a set of commands

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Click the File tab, select New, and click
Blank document; or, press Ctrl + N. Open
a Document: Click the File tab and select
Open, or press Ctrl + O. Select a location
with a file you want, then select a file and
click Open.

Use Quick Parts and AutoText in Word - Word

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2 of 6 Status Bar Gives information about

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window Status bar Horizontal ...

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Quick Styles in Word 2010. In this
chapter, we will discuss how to apply

quick styles in Word 2010. Microsoft

Word provides a gallery of Quick Styles

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that you can apply to headings, titles, text, and lists. Quick styles come with canned formatting choices, such as font, boldface, and color which we will understand in this chapter. Apply Quick ...

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Office Quick Reference ©2010

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Synonyms, and select a word from the
menu. Find Text: Click the Find button on
the Home tab, type the text you want to
find in the Search box, and click an item to
jump to it in the document.

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In this example, we are saving the
customizations in Word. The same
procedures works in the other Office
programs. First, we will export the
customized ribbon and Quick Access
Toolbar to a file. In Word 2010 (or other
Office program), click the File tab and

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select Options. In the left pane on the Word Options dialog box, click Customize Ribbon.

How to Backup and Restore Your Office 2010 Ribbon and ...

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Right-click the command you want to remove from the Quick Access Toolbar, and then click Remove from Quick Access Toolbar on the shortcut menu. Change the order of the commands on the Quick Access Toolbar. Right-click the Quick Access Toolbar, and then click Customize the Quick Access Toolbar on the shortcut menu.

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INTRODUCTION TO MICROSOFT WORD 2010

Custom Solutions. Search. Submit. ... You can make your own Word 2010 styles most easily by creating the style in a document and then basing a new style on your already formatted text. Use all your formatting skills and power to format a single paragraph just the way you like.

Word 2010

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Keyboard Shortcuts General P1 STE P3
STE P2 STE Open a document Ctrl + O
Create a new document Ctrl + N Save a

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document Ctrl + S Print a document Ctrl + P
Close a document Ctrl + W Help F1
Navigation Up one screen Down one screen
Beginning of Line End ...

Word - Quick Guide - Tutorialspoint

In this chapter, we will discuss how to apply quick styles in Word 2010.

Microsoft Word provides a gallery of Quick Styles that you can apply to headings, titles, text, and lists. Quick styles come with canned formatting choices, such as font, boldface, and color which we will understand in this chapter.

How to Make Your Own Formatting Style in Word 2010 - dummies

You can use the Quick Part Gallery to create, store, and reuse pieces of content, including AutoText, document properties (such as title and author), and fields. These reusable blocks of content are also called

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building blocks. AutoText is a common type of building block that stores text and graphics. You can use the Building Blocks Organizer to find or edit a building block.

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