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I bought Word 2010 Step by Step when I ordered Outlook (to fix on PC, install on laptop) and Excel 2010 (to create home budget spreadsheets) and both served purpose well. I really don't have much call for Word 2010, it is on the laptop and I have used earlier versions at work before I retired.

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Step 3: Check the I accept the terms of this agreement box and then click Continue button to proceed to the next step. Step 4: Here, you have two options: Install Now or Customize. Clicking the Install Now button will begin installing Office 2010 on your Windows drive.

How to Install
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Microsoft Office 2010 for PC

Click Start, > Computer, and right-click in the disc drive where the Office 2010 installation disc was inserted, and select Open. Open the x64 folder in the installation root, and then double-click setup.exe. After setup completes, continue by following the default installation instructions, by

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entering the product key (step 2).

Install Office 2010 - support.microsoft.com

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Exploring Microsoft Word 2010 User

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Open Word by using the Start menu or by double-clicking on the desktop icon for Microsoft Office Word 2010. 2. By default, Word will open with the Home tab of the Ribbon active. 3.

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The following will help
you to create Table of
Contents in your
Microsoft Word using
various levels of
headings. Step 1 –
Consider a document
having different levels
of headings. Step 2 –

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You can insert a table of content anywhere in the document, but the best place is always at the beginning of the document.

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and format all the business and personal documents you are ever likely to need. You can use Word to: reate professional-looking documents that incorporate impressive graphics such C as charts and diagrams.

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