

Download Basic Word Processing Exercises 2010

On this page you can read or download basic word processing exercises 2010 in PDF format. If you don't see any interesting for you, use our search form on bottom ? .Microsoft Word is a word processing program that is commonly used to create professional-looking documents (reports, resumes, letters, memos, etc.). This second installment of Drive's Microsoft Word series is designed to help learners gain a better understanding of numerous basic functional and operational aspects of Word 2010. Word 2010 - Basic – Exercises Poudre River Public Library District 1 Exercise 1 Open a New Word document (Click on File tab and select New) Select Blank Presentation Return to the File tab and choose Save As Name your document Pet Talent Contest Poster so you can find it again Once it is saved then look on the top of the screen – note the change Find and open the Word document called Milestones that is stored in S:\Classes\Una Dooney\Rec and Leis1\Class Exercises\Word Processing\ and save it immediately to the Word Processing folder that you will have created on your own H: drive. Save the document frequently while you are editing it so that changes are saved.