AARP Word 2010 For Dummies

Dan Gookin

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Here's exactly what you need to know to get going with Word 2010. From firing up Word, using the spell checker, and working with templates to formatting documents, adding images, and saving your stuff, you'll get the first and last word on Word 2010 with this fun and easy mini guide. So get ready to channel your inner writer and start creating Word files that wow!

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• Advice on using the Ribbon
• How to edit text and undo mistakes
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