

Microsoft Word 2010 Vocabulary

Subject: Microsoft IT Academy - Wrd, Pub, and Ppt
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1 Introduction to Microsoft Word 2010

Document A digital file in a format that word processors can understand. Short for Word Processing document.

Microsoft Word The most popular word processing application made by Microsoft Corporation.

Word Processing Computer software for working with words to create documents. Examples: Microsoft Word and OpenOffice Writer.

2 File Operations

Close To unload the current document.

Compatibility Mode An open mode for documents created in earlier versions of Microsoft Word. Limits access to newer features since the older format cannot store them.

Default The original settings for software features.

Exit To close the current program. ALT+F4

File A digitally-stored document, image, sound, or movie that can be read by computer software.

File Extension The type of file as identified by part of the file's name. Word processing formats include: .DOC, .DOCX, .ODT, .TXT, and .RTF.

File Type The type of content in a file and specifically the storage format of that content. Determines which applications can read the file.

Folder A storage container for files. Formerly known as Directory.

New Create a blank document. CTRL+N

Open The process of loading stored information. Same as Load, Retrieve. CTRL+O

PDF A popular document format that displays identically across all computer platforms. Invented by Adobe Systems. Short for Portable Document Format.

Protected Mode An open mode for documents from an Internet source. The document can be read, but full editing access is restricted to protect the user's computer from potential malware.

Run To load a program to the computer's memory for use. Same as Execute, Launch, Start.

Save To store the current open document as a file. If the file has not been saved yet, prompts for a filename. Same as Quick Save. CTRL+S

Save and Send New saving, sharing, publishing, and printing options available from [File] in Microsoft Office 2007 and higher applications.

Save As To store the current open document with a new name or location. CTRL+A

Sharing To give another user access to a document or a copy thereof.

3 Parts of the Word 2010 Window

Backstage View Commands and tools to manage document permissions, properties, sharing, and other meta settings. Same as File Screen.

Command An action that can be applied to a document. Examples include making text bold, inserting a table, and printing.

Dialog Box A pop-up window of command options that appears floating on top of the window.

Group An organized set of commands located on a Tab.

GUI Short for Graphical User Interface. The interface or environment that allow a user to interact with a program. Composed of buttons, sliders, menus, toolbars, drawers, and other controls.

Quick Access Toolbar Shortcuts to common commands like Print, Save and Undo that are located above the ribbon which is always visible. Similar to Quick Launch Toolbar.

Ribbon The new interface for Microsoft Office that organizes commands in tabs and groups instead of menus and toolbars. Began with version 2007.

Status Bar The bottom toolbar displaying document information and offering quick access to document views and zoom options.

Style Gallery A collection of preset styles for the selected object. Same as Drawer.

Tab A set of related command groups located on the Ribbon.

Task Pane A pop-up window of command options that appears docked on one side of the window. Same as Window Pane.

4 Parts of a Document

Body The main and central section of a document where the majority of the content will be included.

Character Any single letter, number, symbol, punctuation mark, or space.

Footer The document section below the Body. Content in this section is displayed and printed at the bottom of every page. Commonly contains page numbers.

Header The document section above the Body. Content in this section is displayed and printed at the top of every page. Commonly contains titles and author names.

Line A single strip of text from the left margin all the way to the right margin or the end of the text, whichever comes first.

Guide To Microsoft Office 2010 Vocabulary

Microsoft Official Academic Course



Guide To Microsoft Office 2010 Vocabulary:

Introduction to Information Systems R. Kelly Rainer, Casey G. Cegielski, Ingrid Splettstoesser-Hoeterp, Cristobal Sanchez-Rodriguez, 2013-08-30 The goal of Introduction to Information Systems 3rd Canadian Edition remains the same to teach all business majors especially undergraduate ones how to use information technology to master their current or future jobs and to help ensure the success of their organization To accomplish this goal this text helps students to become informed users that is persons knowledgeable about information systems and information technology The focus is not on merely learning the concepts of IT but rather on applying those concepts to facilitate business processes The authors concentrate on placing information systems in the context of business so that students will more readily grasp the concepts presented in the text The theme of this book is What's In IT for Me This question is asked by all students who take this course The book will show you that IT is the backbone of any business whether a student is majoring in Accounting Finance Marketing Human Resources or Production Operations Management Information for the Management Information Systems MIS major is also included

Office 2010: The Missing Manual Nancy Conner, Matthew MacDonald, 2010-07-14 Microsoft Office is the most widely used software suite in the world The half dozen programs in Office 2010 are packed with amazing features but most people just know the basics This entertaining guide not only gets you started with Office it reveals all kinds of useful things you didn't know the software could do with plenty of power user tips and tricks when you're ready for more Create professional looking documents Learn everything you need to know to craft beautiful Word documents Stay organized Keep track of your email calendar and contacts with Outlook Crunch numbers with ease Assemble data make calculations and summarize the results with Excel Make eye catching presentations Build PowerPoint slideshows with video and audio clips animations and more Build Access databases quickly Make your data easy to find sort and manage Manage your files more efficiently Use the new Backstage view to quickly work with your Office files Get to know the whole suite Learn to use other handy Office tools Publisher OneNote and Office Web Apps

Microsoft Office 2010 with Microsoft Office 2010 Evaluation Software Microsoft Official Academic Course, 2012-01-24 This Microsoft Office 2010 text introduces students to the various applications included in Microsoft Office The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Automated grading via OfficeGrader saves instructors time and enables consistent grading Furthermore the latest edition's use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics

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Encyclopedia of Operations Management, The ; A Field Manual and Glossary of Operations Management Terms and Concepts Arthur V. Hill,2011-07-19 This is the perfect field manual for every supply chain or operations management practitioner and student The field s only single volume reference it s uniquely convenient and uniquely affordable With nearly 1 500 well organized definitions it can help students quickly map all areas of operations and supply chain management and prepare for case discussions exams and job interviews For instructors it serves as an invaluable desk reference and teaching aid that goes far beyond typical dictionaries For working managers it offers a shared language with insights for improving any process and supporting any training program It thoroughly covers accounting customer service distribution e business

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Michael H. Markel, Mike Markel, 2012-01-04 This volume provides students with accessible and easy to follow strategies for tackling the major types of documents from writing reports to job applications Interactive exercises are included to provide engaging scenarios for writing practice

71 Famous Scientists Board Editorial, 2015-10-05 The book *71 Famous Scientists* is an addition to the exclusive 71 Series which includes a number of books such as *71 Science Experiments* *71 10 New Science Projects* *71 10 New Science Projects Junior* *71 10 New Science Activities* *71 10 Magic Tricks for Children* etc published by V S Publishers and widely appreciated by our esteemed readers It contains 71 world renowned Scientists from across the globe their brief life histories contributions to the Scientific World including the books journals and magazines that they have published Awards and Honours received by them and any significant happenings that have changed the course of our lives The book includes prominent names like Albert Einstein Alessandro Volta Alexander Fleming Alexander Graham Bell Alfred Nobel Avogadro Anders Celsius Andre Marie Ampere Antonie van Leeuwenhoek and many such notable personalities The book has been written especially for the school students of the age group 10 18 years but can be read by readers of all ages who love Science and its amazing and fascinating World of outstanding Inventions and Discoveries that have transformed the human society and our existence So Dear Readers grab the book at the earliest for it will educate and interest one and all v s publishers

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technical program We are also grateful to Students Conference chairs were leading by Ida Ayu Made Diah Paramiswari for their support and all the authors who submitted their papers to the First ICTES 2018 We strongly believe that ICTES conference provides a good forum for all academicians researchers and practitioners to discuss all Educational science and technology aspects that are relevant to issues and challenge for sustainability in the 4th industrial revolution We also expect that the future ICTES conference will be as successful and stimulating as indicated by the contributions presented in this volume

Tally ERP 9 (Power of Simplicity) SHRADDHA SINGH,2015-06-01 Tally ERP 9 is the latest ERP offering of the Tally software series This book gives you an in depth knowledge of working with Tally ERP 9 in a precise and easy to understand language with lots of examples and illustrations It begins with the basic concepts of accounting so that the beginners in this field can get the desired knowledge before laying their hands on Tally ERP 9 All the topics from creating a company in Tally ERP 9 to adding Godowns Stock Items Ledger Accounts etc are covered in detail with examples The book also covers the Payroll Inventory System and its related entries in an easy to understand language and in the end you are introduced to the basics of Tally NET Therefore the book is a must read for all who wish to learn the latest version of Tally particularly it s a boon in disguise for the students from commerce background

SHERLOCK HOLMES STORIES 1
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71
Mathematics Projects Sumita Bose,2015-06-01 This book provides students with decision making critical thinking skill building and fun filled hands on projects All the mathematics projects included in the book are classroom tested which focus on concept development through creativity The sete by step easy projects explained in this book help to remove the

mathematics phobia commonly present in students and boost their self confidence Salient Features Simple and lucid language Attractive illustrations diagrams Creative skill building ideas Concept building ad decision making projects Easy availability of project materials Individual and partner projects promoting cooperative learning and systematic reasoning Projects based on the latest CCE curriculum of the CBSE and other State Boards standards Reinforcement of previous knowledge The book is a must read for all particularly the school children in the age group of 10 to 14 years

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TERROR STORIES EDITORIAL BOARD, 2015-09-01 e Literature adds to reality it does not simply describe it e said C S Lewis one of the greatest English writers of the medieval period This book is a part of a set of ten books of the Greatest Classic Series containing captivating amazing and mysterious stories full of horror and hair raising suspense all written by world famous authors like Ambrose Bierce H P Lovecraft Louisa Annie Murray Vincent O Sullivan Mary Wilkins Edgar Allen Poe H G Wells and many more Actually the entire classic series has been aimed to enrich the young minds with the wonderful assets of English language and literature and to develop their interest in understanding the language inculcating in them the reading habits particularly among the school going children in the age group of 12 to 18 years studying in higher classes from standard seven to twelve This book contains an introductory page exclusively about the author his brief life sketch notable works and achievements along with word meanings of difficult words on each page marked and highlighted in the text for the students convenience and easy understanding of the story There is also an Exercise part after each story titled as An Understanding containing four or five Questions which the reader student has to answer making the book all the more interesting and reader friendly Therefore these books are a must read for all the students irrespective of their age education and social background Even the teachers may find it interesting and can recommend the books for the senior classes as supplementary reading

Windows 10 May 2019 Update: The Missing Manual David Pogue, 2019-05-10 The Windows 10 May 2019 Update adds a host of new and improved features to Microsoft's flagship operating system and this jargon free guide helps you get the most out of every component This in depth Missing Manual covers the entire system and introduces you to the latest features in the Windows Professional Enterprise Education and Home editions You'll learn how to take advantage of improvements to the Game Bar Edge browser Windows Online smartphone features and a lot more Written by David Pogue tech critic for Yahoo Finance and former columnist for The New

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Concise Ict Fundamentals Volume One Bright Siaw Afriyie,2012-09 Knowing that this world is now moving toward a global village we are in information era where practically nothing can be done without the power of computers in most industries A solid knowledge about fundamentals of computing has become indispensable in everyday life This book has been prepared for you to uncover several confusing concepts that pose a big challenge to computer learners and users I am coming from both educational and professional background with great experience to better alienate the hinges that serve as obstacles to high tech solutions to everyone It is the togetherness of a great practical experience educational and teaching skills technical know how and continuous customer value added service and research that has always been the source of creation of this book and three other computer science books The feedbacks so far received from few professors in information technology in Dallas Texas area strongly suggests the use of these books as a great fundamental and companion material for computer science students In Ghana the Education Service and Curriculum Research and Development Department CRDD has approved the Concise ICT Fundamentals textbook as the recommended supplementary material for the teaching and learning of ICT in senior high schools technical schools and colleges of education and for general usage The organization of the core material in this book both provides support training unconditionally to everyone who wants to be computer literate and also extends its learning curve to high quality ICT systems engineering to individuals or companies already operational in the high tech industry This book provides a solid

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