

# Microsoft Word 2010 Vocabulary

**Subject:** Microsoft IT Academy - Wrd, Pub, and Ppt  
**Language:** English

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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

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## **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 Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software Microsoft Official Academic

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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

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**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 set of 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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