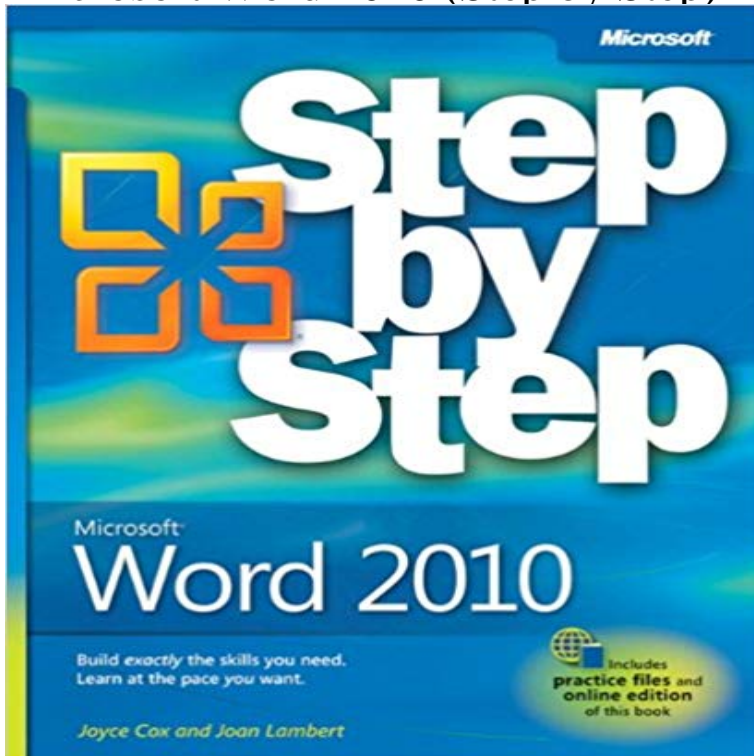


Microsoft Word 2010 (Step by Step)



Experience learning made easy-and quickly teach yourself how to create impressive documents with Word 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include using styles and themes; sharing, printing, and publishing documents; editing images from within Word; using SmartArt diagrams and charts; creating references, footnotes, indexes, and tables of contents; collaborating with multiple people at the same time on the same document; and turning your ideas into blogs, Web pages, and more. From Inside the Book: How to Add Watermarks

There might be times when you want words to appear behind the text of a printed or online document. For example, you might want the word CONFIDENTIAL to appear faintly behind the text in a contract. When you want to dress up the pages of your document without distracting attention from the main text, you might consider displaying a faint graphic behind the text. These faint background effects are called watermarks. Watermarks are visible in a document, but because they are faint, they don't interfere with the readers ability to view the documents main text. In this exercise, you'll first add a text watermark to every page of a document, and then you'll add a graphic watermark.

SET UP You need the AuthorsDraft_start document and the OTSI-Logo picture located in your Chapter09 practice file folder to complete this exercise. Open the AuthorsDraft_start document, and save it as AuthorsDraft. Turn off formatting marks and the ruler, and set the magnification so that you can see all the text. Then follow the steps.

1. On the Page Layout tab, in the Page Background group, click the Watermark button. The Watermark gallery appears.

You can click the thumbnail of a predefined watermark or click Custom Watermark to define your

own. 2. Scroll to the bottom of the gallery, noticing the available options. Clicking any of these options inserts the specified watermark in pale blue on every page of the current document. 3. Below the gallery, click Custom Watermark. The Printed Watermark dialog box opens.

In this dialog box, you can specify a picture or text watermark. 4. Click Text watermark, display the Text list, and then click DRAFT. 5. Ensure that Verdana appears in the Font box. 6. Click the Color arrow, and then click the purple box (Purple, Accent 4). 7. With the Semitransparent check box and Diagonal option selected, click OK. The specified text is inserted diagonally across the page.

The text watermark is faint enough to read the text but bold enough to be noticed. 8. On the Page Layout tab, in the Page Background group, click the Watermark button, and then click Custom Watermark. 9. In the Printed Watermark dialog box, click Picture watermark, and then click Select Picture. The Insert Picture dialog box opens. 10. Navigate to your Chapter09 practice file folder, and double-click the OTSI-Log picture file. 11. In the Printed Watermark dialog box, change the Scale setting to 200%, and then click Apply. 12. Drag the dialog box by its title bar until you can see the watermark. Then change the Scale setting by typing 400%, and click Apply. 13. With the Washout check box selected, click Close. The picture is inserted as a watermark at the size you specified.

The picture watermark adds visual interest without obscuring the text. CLEAN UP Save the AuthorsDraft document, and then close it.

[\[PDF\] Mixed Nuts: Charlevoix High Schools Literary Magazine Volume I](#)

[\[PDF\] Memoirs of the life of the Rt. Hon. Richard Brinsley Sheridan](#)

[\[PDF\] Abortion \(Opposing Viewpoints\)](#)

[\[PDF\] The Unitarian, Volume 11](#)

[\[PDF\] The Tainted Forest](#)

[\[PDF\] How to Select and Buy Real Estate Using Websites](#)

[\[PDF\] Golf Cures and Fixes: The Instant Improver for Every Single Golf Shot](#)

Microsoft Word 2010 Step by Step - This article describes how to use the Mail Merge feature in Microsoft Word to On the Mailings tab, click Start Mail Merge, and then click Step by Step Mail . how to create and print labels in Word 2007 and Word 2010 click the following links: **Course 50543A: Learn Microsoft Word 2010 Step by Step, Level 3 How to use the mail merge to create mailing labels in Word** This one-day instructor-led course provides students with an overview of the features and functions of Microsoft Word 2010. **Learn Microsoft Word 2010 Step by Step, Level 1 Microsoft** Microsoft Word 2010 Step by Step Practice Files. Click the following link: Download the practice files. The File Download dialog box opens. Click Save. **How to use mail merge to create e-mail messages in Word** Word 2010 is the word processing application in the Microsoft Office 2010 suite. Get help producing and sharing documents here. **Step by Step Microsoft Word 2010 practice files - Microsoft Community** This one-day instructor-led course provides students with an overview of the features and functions of Microsoft Word 2010. **Word 2010: Using Mail Merge - Full Page** This one-day instructor-led course provides students with an overview of the more advanced features and functions of Microsoft Word 2010. **Microsoft Word 2010 Step by Step : Joyce Cox : 9780735626935** Using Mail Merge in Word 2010. Introduction step, click the Next button at the bottom of the Task Pane to move forward to the next step. Microsoft Word. **none** Experience learning made easy-and quickly teach yourself how to create impressive documents with Word 2010. With STEP BY STEP, you set the pace-building **Microsoft Table of Contents Word 2010 - Papercheck** This one-day instructor-led course provides students with an overview of the features and functions of Microsoft Word 2010. **Course 50541A: Learn Microsoft Word 2010 Step by Step, Level 1 Course 50541A: Learn Microsoft Word 2010 Step by Step, Level 1** With Mail Merge Word documents can be used to produce letters, labels, Video: Using Mail Merge in Word 2010 Select Step by Step Mail Merge Wizard. **Free Word 2010 Tutorial at GCFLearnFree** Experience learning made easy-and quickly teach yourself how to create impressive documents with Word 2010. With STEP BY STEP, you set the pace-building **Microsoft Word 2010: Level 1 Intro Training Book For New Users** Microsoft Word 2010 is a sophisticated word processing program that helps you Customizable ribbon The logical next step in the evolution of the command. **Microsoft Word 2010 Step by Step - how to find Errata Sheet** This one-day instructor-led course provides students with an overview of the features and functions of Microsoft Word 2010. **Microsoft Word 2010 Step by Step Practice Files** This one-day instructor-led course provides students with an overview of the features and functions of Microsoft Word 2010. **Microsoft Word 2010 Step-by-Step Guide - Montgomery County** Its difficult enough to find the Practice Files for this book (/9780735626935-files/) but Im unable to locate the Errata sheet **Microsoft Word 2010 (Step by Step): Joyce Cox, Joan Lambert** Open an existing Word document, or create a new one. Click the Mailings tab. Click the Start Mail Merge command. Select Step by Step Mail Merge Wizard. - Buy Microsoft Word 2010 Step by Step (Step By Step (Microsoft)) book online at best prices in India on Amazon.in. Read Microsoft Word 2010 Step **Exploring Microsoft Word 2010 User Interface - Part 1 - YouTube** Microsoft Office Word 2007 and Microsoft Word 2010. On the Mailings tab, click Start Mail Merge, and then click Step by Step Mail Merge Wizard. The Mail Merge **Word 2010: Using Mail Merge - Page 2 - GCFLearnFree** Microsoft Word 2010: Level 1 provides thorough intro training of Word Step-by-step, skills-based approach ensures that students master **Microsoft Word 2010 Step by Step Microsoft Press Store** Experience learning made easy-and quickly teach yourself how to create impressive documents with Word 2010. **Microsoft Word 2010 Step by Step (Step by Step - Amazon UK** Where are the Step by Step Microsoft Word 2010 practice files? The book says to go to /fwlink/?LinkId=192147 This just brings **Microsoft Word 2010 Step by Step eBook** Experience learning made easy-and quickly teach yourself how to create impressive documents with Word 2010. **New book: Microsoft Word 2010 Step by Step Microsoft Press blog** The Microsoft Press Step by Step video series teaches Microsoft software and technologies visually, in an easy-to-follow visual format. **Using Mail Merge in Word 2010** Microsoft Word 2010 Step by Step is now available for purchase! You can view the books chapter-level table of contents as well as read the **Microsoft Word 2010 Step by Step Courses Videos - YouTube** 2010 Microsoft Word Table of Contents. Step 1: To create a table of contents, open your document in Microsoft Word 2010 and click on the **Microsoft Word 2010 Step by Step Microsoft Press Store** Microsoft Word is the most popular word-processing program and justifiably so. Its easy to use and allows you to create all different types of documents.