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Microsoft Office Word 2010 allows you create and edit personal and business document, such as letters, reports, emails and books. By default, document saved in Word 2010 are saved with the docx extension. Microsoft Word can be used for the following purposes:

- 1. To create business document having various graphics including pictures, charts, and diagrams.
- 2. To create reports, letters, and other documents.
- 3. To create documents with tables and charts.
- 4. To create documents with various styles and themes.
- 5. To create documents with various fonts and colors.
- 6. To create documents with various layouts and margins.
- 7. To create documents with various headers and footers.
- 8. To create documents with various page numbers and page ranges.
- 9. To create documents with various page orientations and page sizes.
- 10. To create documents with various page backgrounds and page colors.

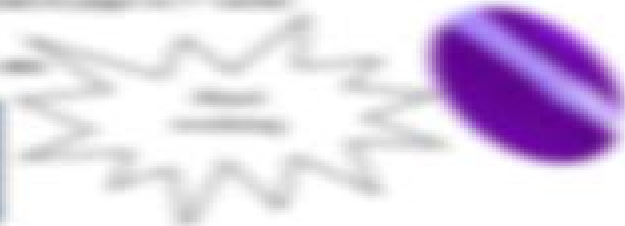


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Microsoft Office 2010 Exam Assessment Study Guide

Gurpreet Bindra , Manjeet Jauhar



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