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How to Install Microsoft Office 2010 for PC

Click Start, > Computer, and right-click in the disc drive where the Office 2010 installation disc was inserted, and select Open. Open the x64 folder in the installation root, and then double-click setup.exe. After setup completes, continue by following the default

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installation instructions, by entering the product key (step 2).

Install Office 2010 - support.microsoft.com

Chapter 1 of exploring and learning how to use Microsoft Word 2010 software.

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Exploring Microsoft Word 2010 User Interface - Part 1 ...

Open Word by using the Start menu or by double-clicking on the desktop icon for Microsoft Office Word 2010. 2. By default, Word will open with the Home tab of the Ribbon active. 3.

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by Joyce Cox

The following will help you to create Table of Contents in your Microsoft Word using various levels of headings. Step 1 – Consider a document having different levels of headings. Step 2 – You can insert a table of content anywhere in the document, but the best place is always at the beginning of the document.

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Microsoft Word 2010 - pearsoncmg.com

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