

Microsoft Office 2010 Tutorial

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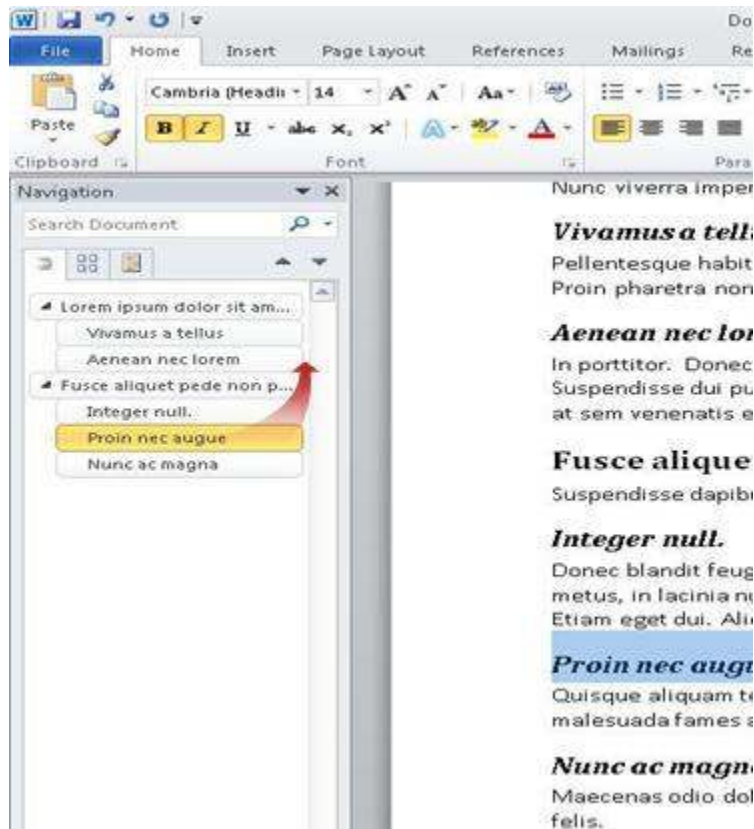
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Find your way through long documents with the new Document Navigation pane and Search

In Word 2010, you can quickly find your way around long documents. You can easily reorganize your documents by dragging and dropping sections instead of copying and pasting. And you can find content by using incremental search, so you do not need to know exactly what you are searching for to find it.



In Word 2010 you can do the following:

Move between headings in your document by clicking on the parts of the document map.

Collapse levels of the outline to hide nested headings, so you can work easily with the map even in deeply structured and complicated long documents.

Type text into the search box to find your place instantly.

Drag and drop headings within your document to rearrange the structure. You can also delete, cut, or copy headings and their content.

Easily promote or demote a given heading, or a heading and all of its nested headings, up or down within the hierarchy.

Add new headings to your document to build a basic outline or insert new sections without having to scroll around in the document.

Stay aware of the content being edited by others by browsing the headings that contain a co-authoring indicator.

See thumbnails of all the pages in your document and click on them to move through your document.

Adjust the spaces between lines or paragraphs

Line spacing determines the amount of vertical space between the lines of text in a paragraph. Paragraph spacing determines the amount of space above or below a paragraph.

Line spacing in Word 2010

In Microsoft Word 2010, the default spacing for most Quick Style sets is 1.15 between lines and a blank line between paragraphs. The default spacing in Office Word 2003 documents is 1.0 between lines and no blank line between paragraphs.

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