



Microsoft Word 2010 Scavenger Hunt

The commands in Microsoft Word 2003 are similar to that of Microsoft Word 2010 except the placement if different.

This scavenger hunt will help you get acquainted with Microsoft Word 2010. Remember, there is always more than one way to complete a task. After completing this assignment you will have a solid understanding of how to navigate Microsoft Word 2010.

Launch Microsoft Word 2010 and notice the new look.

1. Examine the screen. How many items are located on the ribbon interface? Name them:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____



2. The File Tab is a new feature in Word 2010. This is similar to the 2003 File Menu.

- a. What information does the Info Tab provide? _____
- b. What can you find under the Recent Tab? _____
- c. What useful templates are located under the New Tab? _____
- d. How do I create a new document? Explain. _____



Let's explore some of the commands on the Home Tab.



3. With all Microsoft Word tabs you can identify their purpose by hovering over the item with your mouse. A title box will appear indicating the name of the command.

- a. Name at least five features that you would use during the day under this tab.
 - i. _____
 - ii. _____
 - iii. _____
 - iv. _____
 - v. _____



Microsoft Word 2010 Scavenger Hunt Answers

Xiang Xie



Microsoft Word 2010 Scavenger Hunt Answers:

Enjoying the Tune of Phrase: An Mental Symphony within **Microsoft Word 2010 Scavenger Hunt Answers**

In some sort of used by screens and the ceaseless chatter of fast communication, the melodic elegance and psychological symphony created by the published term usually disappear in to the back ground, eclipsed by the persistent sound and disruptions that permeate our lives. But, set within the pages of **Microsoft Word 2010 Scavenger Hunt Answers** a charming literary prize filled with natural thoughts, lies an immersive symphony waiting to be embraced. Crafted by an outstanding composer of language, this interesting masterpiece conducts viewers on an emotional journey, well unraveling the concealed tunes and profound influence resonating within each cautiously constructed phrase. Within the depths of this moving review, we will discover the book is key harmonies, analyze its enthralling publishing type, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

<http://nevis.hu/data/publication/default.aspx/Os%20X%20Yosemite%20The%20Missing%20Manual.pdf>

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