

## Custom Guide Word 2010 Quick Reference

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### Office 2010 Quick Reference - CustomGuide

replace, select Synonyms, and select a word from the menu. Find Text: Click the Find button on the Home tab, type the text you want to find in the Search box, and click an item to jump to it in the document. Replace Text: Click the Replace button on the Home Change Paper Orientation:tab. Enter the word you want to find in

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This guide is based on Microsoft Word 2010, the illustrations used are taken from Microsoft Word 2010. Juritekets primary task is to offer students IT-support at the Faculty of Law, questions regarding the regulations for the Master Thesis can be directed to the Information Centre.

### INTRODUCTION TO MICROSOFT WORD 2010

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In Word 2010, AutoText entries are stored as building blocks. To create a new entry, use the Create New Building Block dialog box. 1. In your document, Select the content (text) that you want to...

### How-To Guide for Using Autotext Quick Parts In Office 2010

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### Customize the Quick Access Toolbar - Office Support

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