Office 2010 Common Features

Using the Ribbon

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Working Anywhere (Office Web Apps)

Co-authoring (Word/PowerPoint)

The Research Task Pane

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Turn on/off underline	Ctrl-U
Turn on/off italic	Ctrl-I
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Select a word	Double Click
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Find	Ctrl-F
Find and replace	Ctrl-H
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Access the Ribbon	Alt or F10
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SJ Ball

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