

Muskego High School

Views in Word 2010

Report It!

Submitted by Mrs. Jansen

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Minnie Mouse

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Microsoft Office TC

10 September 2011

Views in Office 2010

In Microsoft Word there are a number of ways that you can view your document (Bradley). To see the views available, click the View Tab on the Ribbon or hover over the icons in the lower right portion of your screen. Word 2010 provides the following view formats: Print Layout, Full Screen Reading, Web Layout, Outline, and Draft. There are also options to view documents side by side, in a new window, arrange all open documents, and split the view. In order maximize your potential use of Word 2010, it is important to understand and utilize these views. To begin expanding our knowledge, four of these views will be explained.

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Works Cited

Bradley, Helen. VTC Online & CD Computer Software Training. 5 August 2010. 8 September 2011
<<http://www.vtc.com/products/MicrosoftWord2010/Introduction/94815>>.

*Note: You will have an updated "Works Cited" and
therefore have 5 additional sources cited on this page!*