

A GUIDE TO MICROSOFT[®] OFFICE 2010



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A Guide to Microsoft Office 2010 Jan Marrelli, 2011 A Guide to Microsoft Office 2010 Jan Marrelli, Lawrenceville Press, 2011 A Guide to Microsoft Office 2010, 2011* A Guide to Microsoft Office XP Professional for Windows Bruce Presley, 2002 *A Guide to Microsoft Office 2013* Jan Marrelli, 2014 **Beginning Microsoft Office 2010** Guy Hart-Davis, 2011-01-11 This book is a practical step by step guide to getting started with Microsoft Office 2010 You ll learn how to create and edit essential office files documents spreadsheets presentations and more quickly and efficiently You ll also learn about all of the new updates included with Office 2010 Collaborate on projects in the cloud and access your files from virtually anywhere with Beginning Microsoft Office 2010 you ll take a hands on approach to learning everything new and old that the world s most popular productivity software suite has to offer Get started with Office 2010 Basics Create store and share office documents Use shared Office tools both online and offline How to keep e mail contacts appointments notes and tasks organized **Microsoft Office 2010 On Demand** Steve Johnson, Perspection Inc., 2010-06-15 What you need when you need it Need answers quickly Microsoft Office 2010 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Includes Workshops MCAS Exam Prep More than 700 Essential Office Tasks Inside the Book Office Organize information and add impact with clip art SmartArt diagrams tables and charts with an improved results oriented interface and File tab Word Create great looking documents faster using themes and templates Excel Use organizing processing and presenting tools to create data in Excel Workbooks PowerPoint Create powerful presentations faster using readymade design templates and themes Access Use full featured templates and application parts to create regular and web databases Outlook Use tools for creating and managing your e mail calendar contacts and tasks Publisher Use the File tab and Ribbon to quickly create a brochure or a newsletter without being a designer Office Web Apps View and edit your Office documents in a browser MCAS Prepare for the Microsoft Certified Application Specialist exam Bonus Online Content Register your book at queondemand.com to gain access to Workshops and related files Keyboard shortcuts **Microsoft Office 2010 for Windows** Steve Schwartz, 2010-06-07 Visual QuickStart Guides designed in an attractive tutorial and reference format are the quickest easiest and most thorough way to learn applications tasks and technologies The Visual QuickStart Guides are a smart choice and guide the learner in a friendly and respectful tone Visually presented with copious screenshots the focused discussions by topic and tasks make learning a breeze and quickly take you to exactly what you want to learn Microsoft Office 2010 for Windows Visual QuickStart Guide written by best selling author Steve Schwartz has been extensively rewritten to provide expanded coverage of the core Office applications Word Excel PowerPoint and Outlook and also provides a thorough introduction to the Office Web Apps Coverage of each application is jam packed with information and tips that not only explain HOW to perform a task but WHY you need this procedure and WHEN it s best to use it Microsoft Office for Windows Visual QuickStart Guide provides in depth

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and whether you're upgrading from an earlier version or encountering the Office applications for the first time you'll appreciate this simplified approach. This easy-to-follow guide covers Word, Excel, PowerPoint, Outlook, and Publisher. Microsoft Office holds more than 90 percent of the market for Windows-based productivity suites. More than 90 percent of Windows users use Microsoft Office. This guide covers all the Office applications: Word, Excel, PowerPoint, Outlook, and Publisher. Designed for people who learn best visually with step-by-step instructions illustrated with full-color screen shots throughout. Revamped interior design makes it even easier to find and understand information. Teaches dozens of common Office tasks. Office 2010 Simplified makes this technology easy to understand even for those who are completely new to computers.

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