

# Office 2010 User's Guide

## Transitioning from Office 2007 to Office 2010

This document will guide you through many of the new features of Office 2010 and help in the transition from Office 2007 to Office 2010. For now I am concentrating on Outlook and Word. In time I will add information about Excel and PowerPoint.

If you have any questions feel free to drop by my office in the LRC on the 5<sup>th</sup> floor of the library in ED II, send me an email at [jdelavan@uams.edu](mailto:jdelavan@uams.edu).

I have also found that the Office Help to be very user friendly and useful. You can get to it at any time by clicking on the blue question mark in the top right corner of the screen.



When you first open a program in Office 2010 you will see immediately that it has the same Office Ribbon configuration that you had in Office 2007. The File, Edit, etc. menus have been replaced with the Quick Access toolbar and the Office Ribbon. The Office Ribbon is divided into tabs. Each tab is divided into groups.

← Office Ribbon →

Quick Access Toolbar      Ribbon Tabs

Backstage View      Minimize the Ribbon →

Ribbon Tab Groups

Some of the buttons on the tabs have small arrows that indicate that clicking on the button will produce a drop down list. Many of the group sections on the tab have an arrow in the bottom right corner. Clicking on this arrow will launch a dialogue box with more options. Many of the dialogue boxes that are launched will be familiar from Office 2003.

# Guide To Microsoft Office 2010 Marelli 201

**Emilie Sanchez**



## **Guide To Microsoft Office 2010 Marelli 201:**

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*Catalogo dei libri in commercio* ,2003      **A Guide to Microsoft Office 2010** ,2011\*      **Microsoft Office 2010 for**

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2010 Chapter 14 Creating a Presentation Chapter 15 Wrapping Up a Presentation Part V Microsoft Outlook Chapter 16 Getting Started with Outlook 2010 Chapter 17 Working with Contacts Chapter 18 Composing and Sending Mail Chapter 19 Receiving Mail Chapter 20 Managing the Mail Chapter 21 Tasks and Appointments Part VI Office on the Web Chapter 22 Office Web Apps Index      *Office 2010 For Dummies* Wallace Wang, 2010-05-10 The latest edition of one of the bestselling Microsoft Office books of all time Spend less time figuring out Word Excel PowerPoint Outlook and Access and more time working on actual projects with this new edition of Office 2010 For Dummies Filled with straightforward friendly instruction this book gets you thoroughly up to speed and it actually makes doing Office work fun First learn all the basics then how to add more bells and whistles including how to spice up your Word documents edit Excel spreadsheets and create formulas add sound to your PowerPoint presentation and much more Helps you harness the power of Microsoft Office 2010 and all of its new functionality the book covers Word Excel PowerPoint Outlook and Access Explains and instructs in the straightforward friendly For Dummies style that makes instruction more accessible and skill building easier Covers typing and formatting text in Word and spicing up your documents Shows you how to navigate and edit an Excel spreadsheet create formulas and chart and analyze Excel data Demonstrates how to create a PowerPoint presentation and add color sound and pictures Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more Be ready to take full advantage of Microsoft Office 2010 with this fun and easy guide

*Office 2010 in Easy Steps* Michael Price, 2010 Presents a guide to Microsoft Office 2010 that details the major features and functions of each of its applications including Word Excel PowerPoint Outlook OneNote and Access      [Guidelines for Microsoft Office 2010](#) Nancy Muir, Anita Verno, 2011      **MOS 2010 Study Guide for Microsoft Word, Excel,**

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online resources for readers who prefer to learn through hands on projects Contains practical troubleshooting help Presents a detailed list of new features indexed to where they are covered Covering everything needed to pass the new MCAS and MCAP exams this book offers tightly focused coverage of Office 2010 s core features and techniques and powerful new enhancements such as The updated customizable Ribbon and new Backstage full screen options menu Vastly improved image and illustration tools Live Preview for tasks like Paste Insert or Theme change Improved integration with SharePoint services Windows Live and Office Web Apps Simply put no other book offers Office 2010 users this much simplicity usable content flexibility and value Less reading more learning Quick reference plus complete step by step training in an easy full color format Includes bonus online workshop content for hands on learners Covers the hottest new features in Word Excel PowerPoint Outlook Access and Publisher Covers all material needed to pass the MCAS MCAP Office 2010 exams

Practical Guide to PC and Microsoft Office 2010 Sergey K. Aityan,2012-08-09 Once you have a basic understanding of personal computers and some knowledge of Microsoft Word Excel and PowerPoint how do you advance to the next level And is it worth the effort This book answers with a definitive Yes Contrary to the information overload of comprehensive user manuals this book provides only the most necessary functionality and methodology to help better organize your computer create more professional documents and in the end save time Written and formatted using Microsoft Office 2010 functionality addressed within this book is an example of the power behind learning these essentials      **The Ultimate Guide to Microsoft Office 2010** Tim Danton,2010      *MS-OFFICE 2010 Training Guide* S. Jain,2010-11 Complete guide for Step by Step Learning Quick and Easy Reference for learning MS Office 2010 Step by Step description of various commands Comprehensively covers all important features of MS Office 2010 in easy to understand manner Visual Approach to Learning MS Office 2010 Package Word 2010 Excel 2010 Access 2010 PowerPoint 2010 Outlook 2010 Index      *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 Home and Student 2010 Step by Step** Joyce Cox,Joan Lambert,Curtis Frye,2010 A guide to using Microsoft Office Home and Student 2010 that provides instructions for creating and saving files editing and proofreading text setting up a workbook formatting slides creating and configuring notebooks and other related topics      **Microsoft Office 2010** BITTU KUMAR,2015-06-01 We have moved one step ahead in the arena of student and job oriented books with the CCL by enhancing our proven pedagogy to bring together the collective

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