

# 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

**Nancy Muir, Anita Verno**



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

Standard & Poor's Earnings and Ratings Bond Guide ,1942      **A Guide to Microsoft Office 2010** Jan Marrelli,2011

**A Guide to Microsoft Office 2010** Jan Marrelli,Lawrenceville Press,2011      Who's who in Finance and Business ,2008

*Catalogo dei libri in commercio* ,2003      **A Guide to Microsoft Office 2010** ,2011\*      **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 instructions on many of the new features and changes introduced in Office 2010 such as the following Office wide features Backstage File tab customizing the Ribbon and Quick Access Toolbar Paste Preview image editing tools screen clippings Office Web Apps Word Navigation Pane searching for graphics and tables text effects contextual spell checking Excel Sparklines cell based charts new conditional formatting options PowerPoint Reading View presentation sections Animation Painter tool video editing tools comparing and combining presentations creating videos from presentations broadcasting presentations on the Web Outlook Using and finding commands in the new Ribbon interface working with Conversation view creating Quick Step macros Steve Schwartz is uniquely qualified and readers benefit from his 30 years of experience as a software expert technical support director magazine editor and writer Steve has written almost 60 books many on Office and other Microsoft products and has been using Office since the first version Although this book is geared toward the beginning through intermediate user Steve won t waste your time with pages of stories and analogies before actually discussing the topic at hand Each page is clearly focused on the needs of the reader In fact Steve s guiding principal in creating this and his many other Visual QuickStart Guides is The Three C s The material must be clear concise and correct Thumb through a copy today and find out why this is the quickest and easiest way to learn Microsoft Office 2010 Table of Contents Part I Getting Started Chapter 1 What s New in Office 2010 Chapter 2 Office Basics Chapter 3 Tables Charts and Art Part II Microsoft Word Chapter 4 Getting Started with Word 2010 Chapter 5 Formatting Documents Chapter 6 Creating Outlines Chapter 7 Sharing Word Documents Part III Microsoft Excel Chapter 8 Getting Started with Excel 2010 Chapter 9 Formatting Worksheets and Data Chapter 10 Formulas and Functions Chapter 11 Working with Tables Chapter 12 Creating Charts Part IV Microsoft PowerPoint Chapter 13 Getting Started with PowerPoint

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

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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

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*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

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## Unveiling the Magic of Words: A Review of "**Guide To Microsoft Office 2010 Marelli 201**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Guide To Microsoft Office 2010 Marelli 201**," a mesmerizing literary masterpiece penned by way of a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

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