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Microsoft®

Office 2010

Microsoft Office 2010 Manual

Joe Habraken



Microsoft Office 2010 Manual:

Office 2010: The Missing Manual Nancy Conner, Matthew MacDonald, 2010-07-14 Microsoft Office is the most widely used software suite in the world. The half dozen programs in Office 2010 are packed with amazing features but most people just know the basics. This entertaining guide not only gets you started with Office, it reveals all kinds of useful things you didn't know the software could do with plenty of power user tips and tricks when you're ready for more. Create professional looking documents. Learn everything you need to know to craft beautiful Word documents. Stay organized. Keep track of your email calendar and contacts with Outlook. Crunch numbers with ease. Assemble data, make calculations and summarize the results with Excel. Make eye catching presentations. Build PowerPoint slideshows with video and audio clips, animations and more. Build Access databases quickly. Make your data easy to find, sort and manage. Manage your files more efficiently. Use the new Backstage view to quickly work with your Office files. Get to know the whole suite. Learn to use other handy Office tools. Publisher, OneNote and Office Web Apps.

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.

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Microsoft Office 2010 In Depth Joe Habraken, 2010-10-31

Office 2010 In Depth is the beyond the basics, beneath the surface guide for everyone who wants to streamline their work with Office 2010 and get more done in less time. Best-selling technology expert Joe Habraken provides specific, tested, proven solutions to the problems Office users run into every day, challenges other books ignore or oversimplify. Habraken thoroughly covers all facets of working with 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. And much more. Simply put, no other book offers Office 2010 users this much simplicity, usable content, flexibility, and value. As with all In Depth books, Office 2010 In Depth presents comprehensive coverage, breakthrough techniques, exclusive shortcuts, quick access to information, troubleshooting help for tough problems, and real-world examples with nothing glossed over or left out. This book is both a reference and a desk-side resource providing in-depth coverage of important Office 2010 applications, features, and tools. By Joe Habraken, an Office expert and best-selling author. Covers the hottest new features in Word, Excel, PowerPoint, Outlook, Access, and Publisher. For everyone who wants to get the most out of Office 2010, from hobbyists to power users to corporate developers.

Microsoft Office 2010 for Engineers Amir Manzoor, 2012-07-20

Microsoft Office 2010 suite is not just for business applications. So many different kinds of people and companies, including engineering, find use of Microsoft Office. Increased digitization of workplace content, a user-friendly and easy-to-use interface, and tight integration with other Windows applications have fueled the demand for Microsoft Office Suite. Technical documents or other documents are required in the Microsoft Word format, with very few exceptions. With reduced time for reading, most readers are now focused on learning the basics of the Microsoft Office and some of its high points in minimum possible time. This book provides a comprehensive introduction of Microsoft Office 2010 applications in engineering discipline. The book offers coverage of essential Microsoft applications: MS Word, PowerPoint,

Excel and Project in a single package This book has been written keeping in view the needs of both engineering students and professionals This book covers all the popular features of Microsoft Office Suite in a focused and succinct manner with a visual approach avoiding lengthy text This approach allows readers to efficiently utilize their reading time and master the basics of Microsoft Office in minimum possible time

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