

Microsoft® Office 2010

Welcome to Microsoft® Office 2010

Microsoft Office 2010 includes the productivity tools you need to create professional documents. Use Word to create documents such as letters and reports. Use Excel to create spreadsheets that feature accounting calculations and graphing tools. Use PowerPoint to create slide presentations. Use Access to create and manage databases. Finally, use Outlook to not only retrieve your e-mail but also to manage your schedule and to-do list.



Basic
Functions

Word 2010

Excel 2010

PowerPoint
2010

Access 2010

Outlook 2010

What's New in Microsoft Office 2010?

- NEW File tab that opens to the new Backstage View, which makes it easier to find commonly used tasks such as sharing, printing, and saving.
- EASY to find information is available about document size, editing time, word count, and tags.
- NEW built-in screen capture tool that captures currently open windows in one-click.
- NEW background removal tool that extracts images from a complex background.
- NEW SmartArt galleries include more templates to design a compelling visual representation of your information.
- FULLY CUSTOMIZABLE Ribbon is now available to create personalized tabs and groups.
- PROFESSIONALLY designed templates that help you quickly get up and running with a new document.
- NEW Print feature displays an automatic Print Preview and other custom settings.
- SAVE your documents on the Web using WindowsLive.com with a free SkyDrive that provides to 25 GB of space.

Microsoft Office 2010 Introductory

Stephen Moffat



Microsoft Office 2010 Introductory:

Project 2010 Introduction: Part I , 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 **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 with Microsoft Office 2010 Evaluation Software Microsoft Official Academic Course, 2012-01-24 This Microsoft Office 2010 text introduces students to the various applications included in Microsoft Office The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Automated grading via OfficeGrader saves instructors time and enables consistent grading Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics 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 **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

Word 2010 Introduction , Microsoft Office 2010 Digital Classroom AGI Creative Team,AGI Training

Team,2011-03-16 The complete book and video training package for Office 2010 This Microsoft Office 2010 book and video training package from the same professional training experts who also create many training materials for Microsoft is like having your own personal instructor guiding you through each lesson but you work at your own pace The full color book includes 27 lessons that teach you the new features and quirks of Microsoft Office 2010 Each lesson includes step by step instructions and lesson files and provides valuable video tutorials that complement what you re learning and clearly demonstrate how to do tasks This jam packed training package takes you well beyond the basics in a series of easy to absorb five minute lessons Shows you how to use Microsoft Office 2010 the new version of the Microsoft Office suite that is available in standard 32 bit and now also a 64 bit version Walks you through 27 lessons each consisting of easy to follow step by step instructions and lesson files in full color that make each task less intimidating Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you re learning in the book Covers exciting new Office 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon Provides the perfect one stop robust learning package with book and supplementary video training on all the applications in Office 2010 Additional resources available on companion Web site www.digitalclassroombooks.com Learn the ins and outs of Office 2010 with this all in one value packed combo *Excel 2010 Introduction: Part I* Stephen Moffat,2011 *Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software* Microsoft Official Academic Course,2011-10-11 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Office PowerPoint 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact

same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader also helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics **Computer Apps for Kids with Microsoft Office 2010** □ **Summer** Sandra Gaiser,2013-06-01 A short 10 week summer course for the classroom or at home Ten projects using Microsoft Office 2010 Word Excel PowerPoint Publisher with step by step instructions Lots of fun

Introduction to Computer Applications Dr. Mauparna Nandan,Dr.Ajay Sharma,Dr.Ranjan Dinkar Raut,Mr.Vaibhav Sharma,Mohammad Shahid Kamal,2022-04-04 This book having title on Introduction to Computer applications is a step by step exploration of Computer systems its structural understanding including study on Software s and components covering the Hardware s More than just an Introduction to Computer Applications this book also gives a broad understanding of Database Management it s language and also a comprehensive comparison of traditional file systems with the relational databases The textbook s pedagogical approach is to introduce computing concepts and Data base management system in a breadth first manner In the first chapter you will understand the fundamentals of Computer System covering components of a computer system various generations of computer languages and various computing environments It will also cover details on software s and it s available packages Second chapter you will explore disk operating system and windows operating system It will elaborate the complete working with Windows Operating System At the conclusion you will also understand various number system and codes In Chapter Third you will understand basics of Database Management System and will also do a structural comparison of traditional files systems and Data Base Management System We will also understand the Architecture of Database Management System In Chapter four you will understand available database languages including SQL It will also help you along with basics of data processing explain the six stages In Chapter five it will cover Data Hierarchy Data File structure and aspects of data file organization which will include the discussion on Master and Transaction files thereby understanding the management of data In Chapter Six you will discuss the basics of word processing in computer applications covering creation of documents and editing of word documents in details In Seventh Chapter you will understand the formatting of texts and Images in details and printing of documents in MS Word In Eighth Chapter you will explore the fundamentals of computer networks communication precisely understanding LAN WAN and MAN *Introduction to Windows 8* David Webster,2015-02-28 Learn all about Windows 8 and how to use it in this highly graphical guide Over 1000 images in all guide you through all the main Windows 8 Windows 8 1 features This book is based on the interactive Online Computer Training created by Dynamic Learning Online for the Australian Federal Government resulting in hundreds of thousands of training accesses **Introduction to Computers for Healthcare Professionals** Irene Joos,Ramona Nelson,Marjorie J. Smith,2013-08-21 An ideal resource for introductory computer courses for healthcare professionals the text provides a comprehensive approach to digital literacy with the incorporation of social media tools The

Sixth Edition features an extensive revision of each chapter to reflect Microsoft Office 2010 and Windows 7 updates as well as computer assisted communication Back cover *Foundation of IT and MS Office 2000* Mr. Rohit Manglik,2024-03-30 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels The 2010 Stable Paul Hawking,Brendan McCarthy,Con Nikakis,2015-05-20 For over 15 years the Stable series has introduced Microsoft Office applications to over 100 000 Australians The 2010 Stable provides an easy to use Australian introduction to the basics of Microsoft Word 2010 Microsoft Excel 2010 Microsoft Access 2010 icrosoft PowerPoint 2010 Covering the four applications with explanations on how they are integrated this manual helps the new user to learn and master the fundamentals of these industry standard applications through concise step by step instructions **Microsoft Office 2003-Illustrated Introductory** David Beskeen,Lisa Friedrichsen,David W. Beskeen,Jennifer Duffy,Carol M. Cram,Elizabeth Eisner Reding,Cram,Duffy,Friedrichsen,Reding,2004 Updated textbook for Microsoft Office 2003 includes coverage of the new features in Word Excel Access and PowerPoint It contains three Portfolio Project Sections Advanced Challenge Exercises and higher level tasks *Byte by Byte: A Beginner's Guide to IT Literacy* Sharmistha Ghosh,Monali Sanyal, Dr. Suparna Dasgupta, Dr. Soumyabrata Saha, Soumya Bhattacharyya,2025-04-12 This book serves as a comprehensive guide for beginners covering essential computer skills and programming fundamentals It introduces readers to the C programming language explaining key concepts such as data types control structures and functions Additionally the book provides step by step instructions on using Microsoft Word and PowerPoint making it an excellent resource for students and professionals looking to enhance their technical proficiency With a clear and structured approach this book bridges the gap between basic computer literacy and programming making it an ideal choice for learners who want to build a strong foundation in computing Mastering VBA for Office 2010 Richard Mansfield,2010-08-24 A comprehensive guide to the language used to customize Microsoft Office Visual Basic for Applications VBA is the language used for writing macros automating Office applications and creating custom applications in Word Excel PowerPoint Outlook and Access This complete guide shows both IT professionals and novice developers how to master VBA in order to customize the entire Office suite for specific business needs Office 2010 is the leading productivity suite and the VBA language enables customizations of all the Office programs this complete guide gives both novice and experienced programmers the knowledge they need to make maximum use of VBA for Office Supported with real world examples in Word Excel PowerPoint Outlook and Access this book offers clear systematic tutorials with both intermediate and advanced content Covers learning how to work with VBA recording macros using loops and functions using message boxes input boxes and dialog boxes creating effective code XML based files ActiveX the developer tab content controls add ins embedded macros and security Mastering VBA for Office 2010 prepares

developers to customize all Microsoft Office 2010 applications for the unique needs of their employers AN

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