



# Office 2010: The Missing Manual

*Nancy Conner, Matthew MacDonald*

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## **Office 2010: The Missing Manual** Nancy Conner, Matthew MacDonald

Whether you're new to Microsoft Office or have used it for years, this clear and friendly primer helps you be productive with Word, Outlook, Excel, PowerPoint, Access, and the rest of the Office apps from day one. Learn what's new in Office 2010 and get a complete, step-by-step guide to each of its main programs, along with details on Publisher, OneNote, and Office Web Apps. With this Missing Manual on hand, you'll be creating professional-quality documents, spreadsheets, presentations, and databases in no time.

*Office 2010: The Missing Manual* is a great way to master Office 2010 without having to stock up on a shelfload of books. Packed with illustrations and friendly advice, it's truly the book that should have been in the box.

- Learn everything from basic word processing to desktop and web publishing with Word
- Use tables, graphics, and videos to create sophisticated Word documents
- Manage your contacts and keep track of your schedule with Outlook
- Quickly create and edit PowerPoint presentations, and snazz them up with videos and sound
- Build spreadsheets, use functions and formulas, and create charts and graphics with Excel
- Design databases and manage large stores of text, numbers, and pictures with Access

### **Six Things to Love about Office 2010**

Office 2007 represented an Office revolution, introducing the Ribbon--a screen-top strip of buttons, organized around common tasks, that replaced the unwieldy collection of toolbars found in earlier versions. The Ribbon forever changed the way people worked with Word, Excel, PowerPoint, and the other Office programs. Office 2010 doesn't shake things up the way its predecessor did, but it does fine-tune the entire machine and adds some nifty new features. Whether you're upgrading from Office 2007 or you're a holdout from an earlier version of Office, here are six things you'll love about Office 2010:

**Office Web Apps.** Microsoft has put its most popular Office programs on the Web--for free. With Internet access and a Windows Live ID, you can work with Web-only versions Word, Excel, PowerPoint, and OneNote from just about anywhere. Store your files on SkyDrive, which provides 25 GB of storage space, and work on them whenever and wherever you want. And Office Web Apps makes sharing your files easier than ever before.

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Debra Becnel:A lot of people always spent their particular free time to vacation or go to the outside with them loved ones or their friend. Are you aware? Many a lot of people spent they will free time just watching TV, as well as playing video games all day long. If you wish to try to find a new activity that's look different you can read some sort of book. It is really fun in your case. If you enjoy the book that you read you can spent all day every day to reading a publication. The book Office 2010: The Missing Manual it doesn't matter what good to read. There are a lot of individuals who recommended this book. These people were enjoying reading this book. Should you did not have enough space bringing this book you can buy often the e-book. You can m0ore effortlessly to read this book through your smart phone. The price is not too expensive but this book offers high quality.

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