

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

**Robert T. Grauer, Keith Mulbery, Mary
Anne Poatsy, Lynn Hogan**



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Table of Contents Microsoft Office 2010 Introductory

1. Understanding the eBook Microsoft Office 2010 Introductory
 - The Rise of Digital Reading Microsoft Office 2010 Introductory
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office 2010 Introductory
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Office 2010 Introductory
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office 2010 Introductory

- Personalized Recommendations
- Microsoft Office 2010 Introductory User Reviews and Ratings
- Microsoft Office 2010 Introductory and Bestseller Lists
- 5. Accessing Microsoft Office 2010 Introductory Free and Paid eBooks
 - Microsoft Office 2010 Introductory Public Domain eBooks
 - Microsoft Office 2010 Introductory eBook Subscription Services
 - Microsoft Office 2010 Introductory Budget-Friendly Options
- 6. Navigating Microsoft Office 2010 Introductory eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Office 2010 Introductory Compatibility with Devices
 - Microsoft Office 2010 Introductory Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Office 2010 Introductory
 - Highlighting and Note-Taking Microsoft Office 2010 Introductory
 - Interactive Elements Microsoft Office 2010 Introductory
- 8. Staying Engaged with Microsoft Office 2010 Introductory
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Office 2010 Introductory
- 9. Balancing eBooks and Physical Books Microsoft Office 2010 Introductory
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Office 2010 Introductory
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Office 2010 Introductory
 - Setting Reading Goals Microsoft Office 2010 Introductory
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Office 2010 Introductory

- Fact-Checking eBook Content of Microsoft Office 2010 Introductory
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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