

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

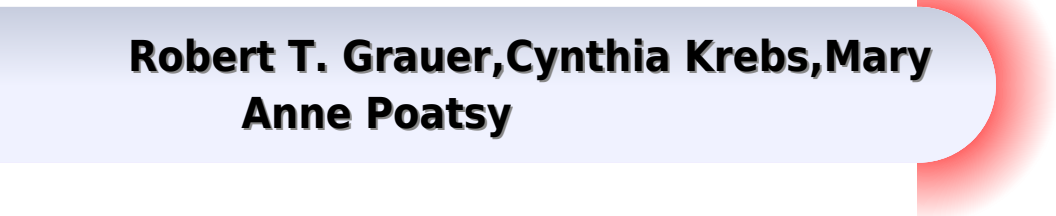
Outlook 2010

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, Cynthia Krebs, Mary
Anne Poatsy**



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Microsoft Office 2010 Gary B. Shelly, Misty Vermaat, 2010-08-19 SAM Skills assessment manager P 4 of cover

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how the students screen should look Concise text introduces the basic principles of the lesson and integrates a case study for further application Important Notice Media content referenced within the product description or the product text may not be available in the ebook version Microsoft® Office 2013 Elizabeth Eisner Reding,David W. Beskeen,Lisa L. Friedrichsen,Carol M. Cram,Jennifer A. Duffy,2013-03-29 Praised by instructors for its concise focused approach and user friendly format the Illustrated Series engages both computer rookies and hot shots in mastering Microsoft Office 2013 applications quickly and efficiently Skills are accessible and easy to follow thanks to the Illustrated Series hallmark 2 page layout which allows students to see an entire task in one view New Learning Outcomes outline the skills covered in each lesson and larger full color screens represent exactly what students should see on their own computers Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application **Go! with Microsoft Office 2010 Introductory** ,2013 **Exploring Microsoft Office Excel 2010 Introductory: Pearson New International Edition** Robert T. Grauer,Keith Mulbery,Mary Anne Poatsy,Lynn Hogan,2013-11 For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications The goal of the Exploring series has been to move students beyond the point and click helping them understand the why and how behind each skill The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom Students go to college now with a different set of skills than they did five years ago With this in mind the Exploring series seeks to move students beyond the basics of the software at a faster pace without sacrificing coverage of the fundamental skills that everybody needs to know A lot of learning takes place outside of the classroom and the Exploring series provides learning tools that students can access anytime anywhere **Microsoft Office 2010** Course Technology,2010-08-12 All data files necessary to complete lesson activities are included on this CD **Microsoft Office 2010, Introductory** Pasewark/Pasewark,Robin M. Romer,Jessica Evans,Katherine T. Pinard,Rachel Biheller Bunin,2010-09-03 Provide a thorough introduction of the most important Microsoft Office 2010 skills to beginning students with Microsoft Office 2010 Introductory part of the Origins Series This text includes features that make learning easy and enjoyable yet challenging for learners Students will be engaged with activities that range from simulations to case studies that challenge and sharpen problem solving skills while gaining the hands on practice needed to be successful computer users Important Notice Media content referenced within the product description or the product text may not be available in the ebook version Computer Concepts and Microsoft Office 2010 Illustrated June Jamrich Parsons,Dan Oja,David W. Beskeen,Carol M. Cram,Jennifer Duffy,2012-04-09 COMPUTER CONCEPTS AND MICROSOFT OFFICE 2010 ILLUSTRATED provides the computer concepts and Microsoft Office 2010 skills perfect for an Introduction to Computing course With content available in one book everything you need to know is easily accessible The application skills are in the same user friendly two page spread as found in the Microsoft Office 2010 Illustrated Introductory First Course and the concepts topics are pulled from the Computer

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