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Steve Johnson, Perspection Inc.

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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 **Teach Yourself VISUALLY Word 2010** Marmel, 2010-03-16 Learn to use Microsoft Word 2010 the easy visual way Word is the most popular application in the Microsoft Office suite and Word 2010 has some exciting new features If you learn best when you can see how something is done you ll find the step by step instructions and full color screen shots make it guick and easy to learn this new version of Word The visual format helps you understand Word's new features including Web Apps and the revised user interface Learn to set up and format documents work with graphics use Mail Merge post documents to the Web and more Word 2010 includes support for typographic features that enable you to create more sophisticated documents This guide shows how to use the new features with step by step instructions and full color views of what you see on the screen at each step Perfect for visual learners who like to see how something is done Covers dozens of common tasks you will use every day Teach Yourself VISUALLY Word 2010 gets you up to speed on the new version of Word guickly and easily Information Technology in Business Management Mukesh Dhunna, J. B. Dixit, 2010

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