



# How To Open Microsoft Word 2010 Documents

**AGI Training Team**



## **How To Open Microsoft Word 2010 Documents:**

Microsoft Word 2010 Digital Classroom AGI Training Team,2011-10-14 The perfect book and video training package for Word 2010 This Word 2010 book and video training package from the same professional training experts who also create many training materials for Adobe Systems is like having your own personal instructor guiding you through each lesson but you work at your own pace The full color ebook includes 8 lessons that teach you the new features and quirks of Microsoft Word 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 Walks you through 8 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 Word 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 Additional resources available on companion Web site [www.digitalclassroombooks.com](http://www.digitalclassroombooks.com) Learn the ins and outs of Word 2010 **Office 2010 Just the Steps For Dummies** Elaine Marmel,2010-05-05 Quickly and easily perform tasks in any Microsoft Office 2010 application As the world s leading suite of productivity software Microsoft Office enables you to complete common business tasks including word processing e mail presentations data management and analysis and much more With this fun and friendly guide veteran author Elaine Marmel presents you with concise step by step instructions for quickly and easily accomplishing the most popular tasks in Word Excel Outlook and PowerPoint Decide on a task you are eager to undertake find it quickly in the featured easy to read format and get it done smoothly with this Just the Steps guide You ll discover how to insert pictures into a Word document create PivotTables in Excel add sound to a PowerPoint presentation import contacts into Outlook create a mail merge document with Outlook contacts and much more Presents indispensable advice for accomplishing specific tasks in any of the applications included in Microsoft Office 2010 including Word Excel Outlook and PowerPoint Demonstrates how to insert pictures in a Word document create PivotTables in Excel add sound to a PowerPoint presentation and import contacts into Outlook Includes unique coverage of performing tasks that work across programs such as creating a mail merge using Word and Outlook and embedding an Excel chart in PowerPoint With this efficient guide helping you quickly accomplish specific tasks in Office 2010 you won t know what to do with all your free time Teach Yourself VISUALLY Word 2010 Elaine Marmel,2010-04-26 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 quick and easy to learn this new version of Word The visual format helps you understand Word s new features including Web Apps and the

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