

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

JS Bruner



Microsoft Office 2010 Introductory:

Unveiling the Power of Verbal Beauty: An Emotional Sojourn through **Microsoft Office 2010 Introductory**

In some sort of inundated with screens and the cacophony of fast connection, the profound power and emotional resonance of verbal beauty frequently fade into obscurity, eclipsed by the constant assault of sound and distractions. Yet, situated within the musical pages of **Microsoft Office 2010 Introductory**, a charming work of literary beauty that impulses with fresh emotions, lies an wonderful journey waiting to be embarked upon. Penned by way of a virtuoso wordsmith, that mesmerizing opus books readers on a mental odyssey, gently exposing the latent potential and profound affect embedded within the complicated web of language. Within the heart-wrenching expanse of the evocative evaluation, we shall embark upon an introspective exploration of the book is main subjects, dissect its charming publishing model, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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