

Microsoft Office 2010 Instructions

Software Information:

UH Faculty & Staff members can obtain a copy of Office 2010 at no cost, via digital download. Please visit <http://software.uh.edu/> to download the software package of choice. Departments can also have a CD burned on the spot for \$10 at the IT Support Center (116 PGH). Payment for this service can be made with P-Cards, SC vouchers, or university-issued checks.

Office 2010 can be used on-campus for university business as well as installed on faculty & staff personal machines.

Office 2010 does not require a license code and uses the campus Key Management Server (KMS).

Guide To Installation:

If you choose to purchase the software at the IT Support Center (116 PGH) then you can skip this section and go on to the installation section of this guide.

If you choose to download the software from our website, please follow the next few steps.

How To Download:

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After having access to this webpage, scroll down towards the middle of the page where you can find the links available for Office Professional Plus 2010 32-bit and 64-bit. To the right you can see the link available to download. Please choose the 32-bit version if you are planning to install it on a 32-bit Operating System and a 64-bit version if you are planning to install it on a 64-bit Operating System.

Microsoft 2010 Instruction Manual

AGI Creative Team,AGI Training Team



Microsoft 2010 Instruction Manual:

Microsoft 2010 Excel level 1 Learner Manual Yolandie Mostert, 2014-01-13 Microsoft 2010 Excel Basics Level 1 SAQA This book will teach you how to Add data Edit Data Create formulas and print out spreadsheets This book has been designed by a professional trainer that has 20 years experience in designing and presenting spreadsheet courses Easy to use step by step manual

SharePoint 2010 Site Owner's Manual Yvonne M. Harryman, 2012-02-12 Summary SharePoint 2010 Site Owner's Manual teaches you what SharePoint 2010 is all about and how to get started using it The book also includes step by step scenarios for implementing real world scenarios You will learn how to build powerful sites leveraging SharePoint's out of the box functionality along with other helpful tools such as InfoPath Access and SharePoint Designer About this Book This book is a guide for business users without programming skills who want to build their own SharePoint sites With it you'll learn how to set up document sharing trackable workflows and many other business applications You'll go step by step through real world scenarios like content management business intelligence sharing information on the web and search Along the way you'll learn how to interact with other business tools like Access InfoPath and SharePoint Designer This book is designed for SharePoint users who want to become tech savvy in configuring SharePoint's out of the box functionality No programming or system administration experience is required Purchase of the print book comes with an offer of a free PDF ePub and Kindle eBook from Manning Also available is all code from the book What's Inside Go from user to power user Build on out of the box features Customize your SharePoint site Table of Contents PART 1 GETTING STARTED WITH SHAREPOINT Leveraging the power of SharePoint A deeper dive into SharePoint capabilities Creating sites using site and list templates PART 2 IMPLEMENTATIONS USING REAL WORLD SCENARIOS Setting up a document collaboration site Leveraging enterprise content management features Publishing information to the web Empowering users with business intelligence Creating application sites with SharePoint Designer Collecting and managing data by integrating with InfoPath Reporting and web applications using Access Pulling it all together with search My Sites and cross site functionality

Altova® Authentic® Desktop 2010 User & Reference Manual, [SharePoint 2010 User's Guide](#) Seth Bates, Anthony Smith, Roderick Smith, 2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they

need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product

Microsoft Excel 2019 for Lawyers Training Manual Classroom in a Book TeachUcomp ,2019-10-27 Complete classroom training manuals for Microsoft Excel 2019 for Lawyers 479 pages and 224 individual topics Includes practice exercises and keyboard shortcuts You will learn how to effectively use legal templates legal business functions such as the Pv and Fv functions and simple IOLTA management In addition you ll receive our complete Excel curriculum Topics Covered

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MCTS Microsoft SharePoint 2010 Configuration Study Guide James Pyles, 2010-11-02 A Sybex study guide for the new SharePoint Server 2010 Configuration exam SharePoint holds 55 percent of the collaboration and content management market with many more companies indicating they plan to join the fold IT professionals interested in enhancing their marketability with the new Microsoft Certified Technology Specialist Microsoft SharePoint Server 2010 Configuring exam will find this guide may be their only alternative to costly classroom training Microsoft SharePoint claims over half the market for collaboration and content management software IT professionals will boost their marketability with the newest MCTS certification covering Microsoft SharePoint Server 2010 Configuring This study guide covers 100 percent of the exam objectives with real world scenarios hands on exercises and challenging review questions Covers installing deploying configuring and upgrading SharePoint Server 2010 managing search business intelligence and administration configuring content management and business forms and more With plenty of practice questions on the companion CD this guide to exam 70 667 prepares IT professionals to achieve the MCTS Microsoft SharePoint Server 2010 Configuring certification

Microsoft Office 2010 Digital Classroom AGI Creative Team, AGI Training Team, 2011-03-16 The complete book and video training package for Office 2010 This Microsoft Office 2010 book and video training package from the same professional training experts who also create many training materials for Microsoft is like having your own personal instructor guiding you through each lesson but you work at your own pace The full color book includes 27 lessons that teach you the new features and quirks of Microsoft Office 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 Shows you how to use Microsoft Office 2010 the new version of the Microsoft Office suite that is available in standard 32 bit and now also a 64 bit version Walks you through 27 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 Office 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 on all the applications in Office 2010 Additional resources available on companion Web site www.digitalclassroombooks.com Learn the ins and outs of Office 2010 with this all in one value packed

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