

# Microsoft Access® 2010

INTRODUCTION

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# New Perspectives On Microsoft Powerpoint 2010

## Introductory New Perspectives Series Individual Office Applications

**D Keegan**



## **New Perspectives On Microsoft Powerpoint 2010 Introductory New Perspectives Series Individual Office Applications:**

**Microsoft Office 2010 for Windows** Steve Schwartz, 2010-06-07 Visual QuickStart Guides designed in an attractive tutorial and reference format are the quickest easiest and most thorough way to learn applications tasks and technologies The Visual QuickStart Guides are a smart choice and guide the learner in a friendly and respectful tone Visually presented with copious screenshots the focused discussions by topic and tasks make learning a breeze and quickly take you to exactly what you want to learn Microsoft Office 2010 for Windows Visual QuickStart Guide written by best selling author Steve Schwartz has been extensively rewritten to provide expanded coverage of the core Office applications Word Excel PowerPoint and Outlook and also provides a thorough introduction to the Office Web Apps Coverage of each application is jam packed with information and tips that not only explain HOW to perform a task but WHY you need this procedure and WHEN it s best to use it Microsoft Office for Windows Visual QuickStart Guide provides in depth instructions on many of the new features and changes introduced in Office 2010 such as the following Office wide features Backstage File tab customizing the Ribbon and Quick Access Toolbar Paste Preview image editing tools screen clippings Office Web Apps Word Navigation Pane searching for graphics and tables text effects contextual spell checking Excel Sparklines cell based charts new conditional formatting options PowerPoint Reading View presentation sections Animation Painter tool video editing tools comparing and combining presentations creating videos from presentations broadcasting presentations on the Web Outlook Using and finding commands in the new Ribbon interface working with Conversation view creating Quick Step macros Steve Schwartz is uniquely qualified and readers benefit from his 30 years of experience as a software expert technical support director magazine editor and writer Steve has written almost 60 books many on Office and other Microsoft products and has been using Office since the first version Although this book is geared toward the beginning through intermediate user Steve won t waste your time with pages of stories and analogies before actually discussing the topic at hand Each page is clearly focused on the needs of the reader In fact Steve s guiding principal in creating this and his many other Visual QuickStart Guides is The Three C s The material must be clear concise and correct Thumb through a copy today and find out why this is the quickest and easiest way to learn Microsoft Office 2010 Table of Contents Part I Getting Started Chapter 1 What s New in Office 2010 Chapter 2 Office Basics Chapter 3 Tables Charts and Art Part II Microsoft Word Chapter 4 Getting Started with Word 2010 Chapter 5 Formatting Documents Chapter 6 Creating Outlines Chapter 7 Sharing 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      *Using the Microsoft® Office Web Apps, Enhanced Edition* Paul McFedries, 2010      Oswaal CBSE Question Bank Class 9 Computer Application, Chapterwise and Topicwise Solved Papers For 2025 Exams Oswaal Editorial Board, 2024-02-03 Oswaal CBSE Question Bank Class 9 Computer Application Chapterwise and Topicwise Solved Papers For 2025 Exams      *New Perspectives on Microsoft PowerPoint 2002* S. Scott Zimmerman, Beverly B. Zimmerman, 2002 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft PowerPoint 2002      **Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software** Microsoft Official Academic Course, 2011-10-11 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Office PowerPoint 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition's use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader also helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics      **New Perspectives on Microsoft PowerPoint 2010, Introductory** S. Scott Zimmerman, Beverly B. Zimmerman, 2010-08-19 With the New Perspectives critical thinking problem solving approach students will gain a comprehensive understanding of MICROSOFT OFFICE POWERPOINT 2010 and will learn how to take advantage of the flexibility it offers Case based tutorials challenge students to apply what they are learning to real life tasks preparing them to easily transfer skills to new situations With New Perspectives students understand why they're learning what they're learning and are better situated to retain skills beyond the classroom Important Notice Media content referenced within the product description or the product text may not be available in the ebook version

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shows you the optimum ways you can use Office Web Apps to save time and streamline your work Veteran For Dummies author Peter Weverka begins with an introduction to Office Web Apps and then goes on to clearly explain how Office Web Apps provide you with easier faster more flexible ways to get things done Walks you through Office 2010 Web Apps and shows you the many ways they can save you time and help streamline your work Separates the individual elements of Office Web Apps to provide you with a look at each Word Web App PowerPoint Web App Excel Web App OneNote Web App and managing your files on SharePoint 2010 or Windows Live Shows you the ways in which Office 2010 Web apps complements Office by allowing you to access and edit files from anywhere Office 2010 Web Apps For Dummies helps you discover how to save time and effort when you use Office Web Apps

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**Office 2010: The Missing Manual** Nancy Conner,Matthew MacDonald,2010-07-14 Microsoft Office is the most widely used software suite in the world The half dozen programs in Office 2010 are packed with amazing features but most people just know the basics This entertaining guide not only gets you started with Office it reveals all kinds of useful things you didn t

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