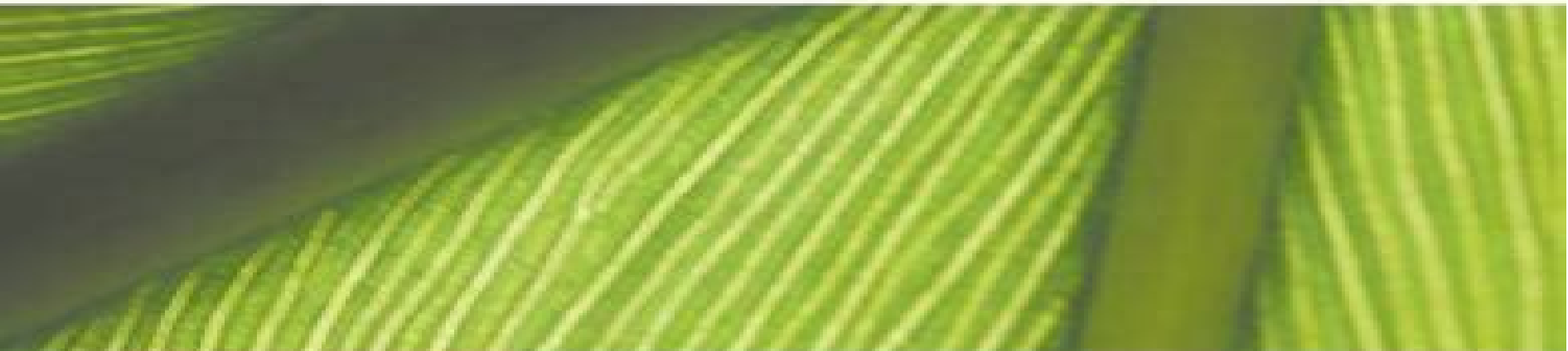


# Microsoft® Word® 2010



INTRODUCTORY

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**Steve Schwartz**



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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

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