

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

**David W. Beskeen, Carol Cram, Jennifer
Duffy, Lisa Friedrichsen, Elizabeth
Reding**



Microsoft Office 2010 Introductory:

Microsoft Office 2010 Gary B. Shelly, Misty E. Vermaat, 2012-06-14 MICROSOFT OFFICE 2010 INTRODUCTORY provides a project based step by step approach to teaching the Office 2007 applications **Microsoft Office 2010** Bunin, Pasewark and Pasewark, Rachel Biheller Bunin, 2010-08-01 This text includes features that make learning easy and enjoyable yet challenging for learners Students receive a wide range of learning experiences from activities with one or two commands to simulations and case studies that challenge and sharpen learners problem solving skills **Microsoft Office 14** Gary B. Shelly, Misty Vermaat, 2010-09-01 Microsoft Office 2010 Introductory International Edition provides a project based step by step approach to teaching the Office 2010 applications **Go! with Microsoft Office 2010 Introductory**, 2013 **Microsoft® Office 2010**, 2010 This Microsoft Office 2010 Introductory text part of the Origins Series includes features that make learning easy and enjoyable yet challenging for learners Students receive a wide range of learning experiences from activities with one or two commands to simulations and case studies that challenge and sharpen learners problem solving skills This is a softcover text *Microsoft Office 2010: Introductory* Gary B. Shelly, Misty E. Vermaat, 2010-08-05 Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books For the past three decades the Shelly Cashman Series has effectively introduced computer skills to millions of students With Office 2010 we re continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today s students In Microsoft Office 2010 Introductory you ll find features that are specifically designed to engage students improve retention and prepare them for future success Our trademark step by step screen by screen approach now encourages students to expand their understanding of the Office 2010 software through experimentation exploration and planning ahead Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem solving skills to create real life documents Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **Microsoft Office 2010: Illustrated Introductory, First Course** David W. Beskeen, Carol Cram, Jennifer Duffy, Lisa Friedrichsen, Elizabeth Eisner Reding, 2010-07-27 Loved by instructors for its visual and flexible way to build computer skills the Illustrated Series is ideal for teaching Microsoft Office 2010 to both computer rookies and hotshots Each two page spread focuses on a single skill making information easy to follow and absorb Large full color illustrations represent how the students screen should look Concise text introduces the basic principles of the lesson and integrates a case study for further application Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **Microsoft Office 2010: Introductory with Sam 2010 Access Kit** Gary B Shelly, 2011-05-01 **Microsoft Office 2010** Course Technology, 2010-08-12 All data files necessary to complete lesson activities are included on this CD **Microsoft Office Access 2010** Robert T. Grauer, Keith Mast, Mary Anne Poatsy, 2011

For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications The goal of the Exploring series has been to move students beyond the point and click helping them understand the why and how behind each skill The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom Students go to college now with a different set of skills than they did five years ago With this in mind the Exploring series seeks to move students beyond the basics of the software at a faster pace without sacrificing coverage of the fundamental skills that everybody needs to know A lot of learning takes place outside of the classroom and the Exploring series provides learning tools that students can access anytime anywhere **Exploring**

Microsoft Office Excel 2010 Introductory: Pearson New International Edition Robert T. Grauer, Keith Mulbery, Mary Anne Poatsy, Lynn Hogan, 2013-11 For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications The goal of the Exploring series has been to move students beyond the point and click helping them understand the why and how behind each skill The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom Students go to college now with a different set of skills than they did five years ago With this in mind the Exploring series seeks to move students beyond the basics of the software at a faster pace without sacrificing coverage of the fundamental skills that everybody needs to know A lot of learning takes place outside of the classroom and the Exploring series provides learning tools that students can access anytime anywhere **Microsoft Office 2010** David W. Beskeen, Carol Cram, Jennifer Duffy, Lisa Friedrichsen, Elizabeth Reding, 2010-08-05 Loved by instructors for its visual and flexible way to build computer skills the Illustrated Series is ideal for teaching Microsoft Office 2010 to both computer rookies and hotshots Each two page spread focuses on a single skill making information easy to follow and absorb Large full color illustrations represent how the students screen should look Concise text introduces the basic principles of the lesson and integrates a case study for further application Microsoft Office 2010, Introductory Pasewark/Pasewark, Robin M. Romer, Jessica Evans, Katherine T. Pinard, Rachel Biheller

Bunin, 2010-09-03 Provide a thorough introduction of the most important Microsoft Office 2010 skills to beginning students with Microsoft Office 2010 Introductory part of the Origins Series This text includes features that make learning easy and enjoyable yet challenging for learners Students will be engaged with activities that range from simulations to case studies that challenge and sharpen problem solving skills while gaining the hands on practice needed to be successful computer users Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *Microsoft Office 2010* Elizabeth Eisner Reding, David W. Beskeen, Lisa Friedrichsen, Carol M. Cram, Jennifer Duffy, 2010-08-27 Loved by instructors for its visual and flexible way to build computer skills the Illustrated Series is ideal for teaching Microsoft Office 2010 to both computer rookies and hotshots Each two page spread focuses on a single skill making information easy to follow and absorb Large full color illustrations represent how the students screen

should look Concise text introduces the basic principles of the lesson and integrates a case study for further application

Microsoft Word 2010 Introductory Pasewark/Pasewark, Katherine T. Pinard, 2012-08-01 Microsoft Word 2010 Introductory part of the Origins Series is designed for beginning users of Microsoft Office 2010 This self paces step by step book with corresponding screenshots makes learning easy and enjoyable Students will learn the new features of excel through a variety of activities simulations and case studies End of lesson exercises reinforce the skills covered in each lesson Important Notice Media content referenced within the product description or the product text may not be available in the ebook version Microsoft Excel 2010 Introductory Pasewark/Pasewark, Robin M. Romer, 2012-12-20 Provide a thorough introduction of the most important Microsoft Office 2010 skills to beginning students with Microsoft Excel 2010 Introductory part of the Origins Series This text includes features that make learning easy and enjoyable yet challenging for learners Students will be engaged with activities that range from simulations to case studies that challenge and sharpen problem solving skills while gaining the hands on practice needed to be successful computer users Important Notice Media content referenced within the product description or the product text may not be available in the ebook version Microsoft Office 2010 BITTU KUMAR, 2015-06-01 We have moved one step ahead in the arena of student and job oriented books with the CCL by enhancing our proven pedagogy to bring together the collective knowledge and wisdom of the world of computers Books published under this series are specifically designed to engage readers improve computer skills and prepare themselves for future success This comprehensive series with step by step instructions and relevant screenshots throughout the text enables readers to have a better understanding of computers Written in simple and lucid language without technical jargons each book of this series is accompanied by an interactive CD DVD with video tutorials This book and CD bundle is an ideal resource for getting comfortable and confident with the new features of and updates to Office 2010 The guide book uses easy to follow steps and screenshots and clear concise language to show the simplest ways to get things done with Microsoft Word Excel PowerPoint Outlook Access and Publisher It covers the basics of Microsoft Office such as typing in Word navigating an Excel spreadsheet creating a unique PowerPoint presentation configuring e mail with Outlook designing an Access database and much more When you go through the text you feel like you have an MS Office expert by your side to answer your questions and queries **Computer Concepts and Microsoft Office 2010 Illustrated** June Jamrich Parsons, Dan Oja, David W. Beskeen, Carol M. Cram, Jennifer Duffy, 2012-04-09 COMPUTER CONCEPTS AND MICROSOFT OFFICE 2010 ILLUSTRATED provides the computer concepts and Microsoft Office 2010 skills perfect for an Introduction to Computing course With content available in one book everything you need to know is easily accessible The application skills are in the same user friendly two page spread as found in the Microsoft Office 2010 Illustrated Introductory First Course and the concepts topics are pulled from the Computer Concepts Illustrated Brief 9th edition textbook providing the most up to date information for the course Important Notice Media content referenced within the product description or the product text may

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