

# 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

**Huangqi Zhang**



## **Microsoft Office 2010 Introductory:**

**Microsoft Office 2010** Gary B. Shelly, Misty Vermaat, 2010-08-19 SAM Skills assessment manager P 4 of cover

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 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**

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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      Exploring

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data files necessary to complete lesson activities are included on this CD      *Go! with Microsoft Office 2010 Introductory*,2013      *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

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