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

Word 2010

Access 2010

PowerPoint 2010

Outlook 2010

Excel 2010

OFFICE 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

Gary B. Shelly,Misty Vermaat

Microsoft Office 2010 Introductory:

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

Microsoftr 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 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

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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 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 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 **Microsoft Office 2010** Course Technology,2010-08-12 All 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

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 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: a Case Approach, Introductory* Linda I. O'Leary,2010-12 **Exploring Microsoft Office Excel 2010 Introductory: Pearson New International Edition PDF eBook** Robert Grauer,Mary Anne Poatsy,Keith Mulbery,Lynn Hogan,2013-10-03 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: A Case Approach, Introductory Timothy J. O'Leary, Professor,Linda I. O'Leary,2010-11-12 Timothy and Linda O Leary and the Computer Information Technology Team at McGraw Hill Higher Education offer your students a fully integrated learning program with time tested quality and reliability Office 2010 A Case Approach offers running case study throughout the text to help students understand the material in a consistent relevant environment Through this theme of Making Office Relevant this text helps students understand why they need this course and these skills Updated for Office 2010 student success is assured through clear step by step instruction plentiful screen captures and conceptual explanations Each Lab designed to be covered in 1 hour of class time combines conceptual coverage with detailed software specific instructions Each Lab opens with a running case study that highlights real world applications of each software program and leads students from problem to solution Moreover 25 50% of all end of chapter exercises are completely new The O Leary Series helps students learn specific applications skills along with those that cross all Office applications which is especially

important in mastering this version of Office The O Leary Series also correlates with SimNet Online our online training and assessment program for Office 2010 Developed specifically for students at Indiana University this cost effective print on demand B W version accompanies the CourseLoad eText already available in OnCourse PLEASE NOTE All purchases are final and cannot be returned for a refund unless explicitly stated with the item in question If you have received a damaged or defective item we will replace your order Please contact us via phone 877 833 5524 or email pbg ecommerce_custserv mcgraw hill com to start the exchange process **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 Office 2010** David W. Beskeen,2011

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