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Office 2010 Simplified

By Kate Shoup



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A clear, visual way to learn Office 2010 quickly and easily

If you're looking for a way to get up to speed quickly on the newest version of Microsoft Office, these 400 pages of step-by-step instructions and full-color screen shots make it easy. Office 2010 has new features and tools to master, and whether you're upgrading from an earlier version or encountering the Office applications for the first time, you'll appreciate this simplified approach.

This easy-to-follow guide covers Word, Excel, PowerPoint, Outlook, and Publisher. Microsoft Office holds more than 90 percent of the market for Windows-based productivity suites.

- More than 90 percent of Windows users use Microsoft Office
- This guide covers all the Office applications: Word, Excel, PowerPoint, Outlook, and Publisher
- Designed for people who learn best visually, with step-by-step instructions illustrated with full-color screen shots throughout
- Revamped interior design makes it even easier to find and understand information
- Teaches dozens of common Office tasks

Office 2010 Simplified makes this technology easy to understand, even for those who are completely new to computers.



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Editorial Review

From the Back Cover

Are you new to computers? Does new technology make you nervous? Relax! You're holding in your hands the easiest guide ever to Office 2010 — a book that skips the long-winded explanations and shows you how things work. All you have to do is open the book and discover just how easy it is to get up to speed.

- Navigate the program windows and use the Ribbon
- Format text in Word and work with templates
- Build spreadsheets, sort data, and create charts
- Develop and assemble a PowerPoint slide show
- Create a database and work with forms and tables
- Manage your schedule and e-mail with Outlook
- "Simplify It" sidebars offer real-world advice
- Succinct explanations walk you through step by step
- Full-color screen shots demonstrate each task
- Self-contained, two-page lessons make learning a snap

About the Author

Freelance writer/editor **Kate Shoup** has authored 20 books and edited scores more. Recent titles include *Windows 7 Digital Classroom*, *Teach Yourself VISUALLY Outlook 2007*, *Office 2007: Top 100 Simplified Tips & Tricks*, and *Internet Visual Quick Tips*. When not working, Kate loves to ski (she was once nationally ranked), read, and ride her motorcycle — and she plays a mean game of 9-ball. Kate lives in Indianapolis with her daughter and their dog.

Users Review

From reader reviews:

Ernest Villa:

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