



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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Office 2010 Simplified By Kate Shoup Bibliography

- Sales Rank: #585973 in Books
- Published on: 2010-05-24
- Original language: English
- Number of items: 1
- Dimensions: 10.00" h x .85" w x 8.50" l, 2.63 pounds
- Binding: Paperback
- 416 pages

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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:

Ricky Copeland:

This Office 2010 Simplified are usually reliable for you who want to become a successful person, why. The reason why of this Office 2010 Simplified can be on the list of great books you must have is giving you more than just simple reading food but feed you with information that maybe will shock your preceding knowledge. This book is actually handy, you can bring it almost everywhere and whenever your conditions in e-book and printed types. Beside that this Office 2010 Simplified giving you an enormous of experience such as rich vocabulary, giving you test of critical thinking that could it useful in your day exercise. So , let's have it and luxuriate in reading.

Mary Oliveras:

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book. It is really fun for yourself. If you enjoy the book that you simply read you can spent the entire day to reading a reserve. The book Office 2010 Simplified it is extremely good to read. There are a lot of those who recommended this book. These folks were enjoying reading this book. In the event you did not have enough space to bring this book you can buy often the e-book. You can m0ore effortlessly to read this book out of your smart phone. The price is not too expensive but this book provides high quality.

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