

Office 2010 For Seniors For Dummies

Microsoft Office 2010 In Depth Joe Habraken 2010-10-31 Office 2010 In Depth is the beyond-the-basics, beneath-the-surface guide for everyone who wants to streamline their work with Office 2010, and get more done in less time. Best selling technology expert Joe Habraken provides specific, tested, proven solutions to the problems Office users run into every day: challenges other books ignore or oversimplify. Habraken thoroughly covers all facets of working with Office 2010's core features and techniques, and powerful new enhancements such as: " The updated customizable Ribbon and new Backstage full-screen options menu " Vastly improved image and illustration tools " Live Preview for tasks like Paste, Insert, or Theme change " Improved integration with SharePoint services, Windows Live, and Office Web Apps " And much more Simply put, no other book offers Office 2010 users this much simplicity, usable content, flexibility, and value. As with all In Depth books, Office 2010 In Depth presents comprehensive coverage, breakthrough techniques, exclusive shortcuts, quick access to information, troubleshooting help for tough problems, and real-world examples with nothing glossed over or left out. This book is both a reference and a desk-side resource, providing in depth coverage of important Office 2010 applications features and tools. By Joe Habraken, an Office expert and best selling author Covers the hottest new features in Word, Excel, PowerPoint, Outlook, Access, and Publisher For everyone who wants to get the most out of Office 2010, from hobbyists to power users to corporate developers

Office 2010 Just the Steps For Dummies Elaine Marmel 2010-05-05 Quickly and easily perform tasks in any Microsoft Office 2010 application! As the world's leading suite of productivity software, Microsoft Office enables you to complete common business tasks, including word processing, e-mail, presentations, data management and analysis, and much more. With this fun and friendly guide, veteran author Elaine Marmel presents you with concise, step-by-step instructions for quickly and easily accomplishing the most popular tasks in Word, Excel, Outlook, and PowerPoint. Decide on a task you are eager to undertake, find it quickly in the featured easy-to-read format, and get it done smoothly with this Just the Steps guide! You'll discover how to insert pictures into a Word document, create PivotTables in Excel, add sound to a PowerPoint presentation, import contacts into Outlook, create a mail merge document with Outlook contacts, and much more. Presents indispensable advice for accomplishing specific tasks in any of the applications included in Microsoft Office 2010, including Word, Excel, Outlook, and PowerPoint Demonstrates how to insert pictures in a Word document, create PivotTables in Excel, add sound to a PowerPoint presentation, and import contacts into Outlook Includes unique coverage of performing tasks that work across programs, such as creating a mail merge using Word and Outlook, and embedding an Excel chart in PowerPoint With this efficient guide helping you quickly accomplish specific tasks in Office 2010, you won't know what to do with all your free time!

Microsoft Office Professional 2010 Step by Step Joan Lambert 2010-08-25 Teach yourself exactly what you need to know about using Office Professional 2010—one step at a time! With STEP BY STEP, you build and practice new skills hands-on, at your own pace. Covering Microsoft Word, PowerPoint, Outlook, Excel, Access, Publisher, and OneNote, this book will help you learn the core features and capabilities needed to: Create attractive documents, publications, and spreadsheets Manage your e-mail, calendar, meetings, and communications Put your business data to work Develop and deliver great presentations Organize your ideas and notes in one place Connect, share, and accomplish more when working together"

Office 2010 For Dummies Wallace Wang 2010-05-10 The latest edition of one of the bestselling Microsoft Office books of all time! Spend less time figuring out Word, Excel, PowerPoint, Outlook, and Access and more time working on actual projects with this new edition of Office 2010 For Dummies. Filled with straightforward, friendly instruction, this book gets you thoroughly up to speed, and it actually makes doing Office work fun! First learn all the basics, then how to add more bells and whistles, including how to spice up your Word documents, edit Excel spreadsheets and create formulas, add sound to your PowerPoint presentation, and much more. Helps you harness the power of Microsoft Office 2010 and all of its new functionality; the book covers Word, Excel, PowerPoint, Outlook, and Access Explains and instructs in the straightforward, friendly, For Dummies style that makes instruction more accessible and skill-building easier Covers typing and formatting text in Word and spicing up your documents Shows you how to navigate and edit an Excel spreadsheet, create formulas, and chart and analyze Excel data Demonstrates how to create a PowerPoint presentation and add color, sound, and pictures Explores Outlook, including configuring e-mail, storing contacts, organizing tasks, scheduling your time, and setting appointments Delves into designing Access databases, including editing, modifying, searching, sorting, and querying; also covers viewing and printing reports, and more Be ready to take full advantage of Microsoft Office 2010 with this fun and easy guide.

Office 2010 For Seniors For Dummies Faithe Wempen 2010-05-24 Clear, easy-to-understand instructions for seniors who want to get the most out of Microsoft Office 2010 Seniors are buying computers—both desktops and laptops—in record numbers to stay in touch with family and friends, connect with peers, research areas of interest, make purchases online, or learn a new skill. Assuming no prior knowledge of Microsoft Office, this book is aimed at seniors who are interested in maximizing the capabilities of Microsoft Word, Excel, PowerPoint, and Outlook. Written in large typeface and featuring enlarged figures and drawings to make the book easier to read, this fun and friendly book begins by showing you how to start each application and maneuver the interface. You'll benefit from detailed explanations on how to accomplish specific tasks through the use of examples and templates. Targets seniors who are interested in using the Microsoft Office suite for any number of reasons: keep in touch with family and friends, research topics of interest, shop online, learn a new skill, and more Assumes no prior knowledge of Microsoft Office and walks you through each application: Word (documents), Excel (spreadsheets), PowerPoint (presentations), and Outlook (e-mail) Features a large font for text and enlarged figures and drawings to make the book accessible and easy to read Explains how to open each application and navigate the interface, and clearly demonstrates how to accomplish specific tasks in each application Includes helpful examples and templates of letters, faxes, a budget grid, and more to assist with the learning process With age comes wisdom—and with Office 2010 For Seniors For Dummies comes the information you need to establish positive Office 2010 habits!

Office 2016 at Work For Dummies Faithe Wempen 2015-11-16 Get more productive using the new features in Microsoft Office 2016! It may seem like an eternity since your IT department upgraded you to the latest version of Microsoft Office. Prepare yourself, because Office 2016 is packed with updated features and new ways to increase your productivity in the office! With Office 2016 at Work For Dummies, we make it easy by breaking the content down into over 300 of the most common tasks and operations, providing you with straightforward, simple-to-navigate, approachable information. With four-color illustrations for visual support as you work through the tasks, and then nearly three hours of supporting video, you can choose your path for learning the ins and outs of Office 2016. As the world's leading productivity software, Microsoft Office plays an integral role in the daily lives of professionals. Understanding how to quickly and accurately use Office 2016 can improve your productivity, enhance your deliverables, and provide you with the tools and knowledge you need to be successful. Choose your path for learning and explore the fundamental features of Microsoft Office 2016 through task based exercises supported by online video Dive into Microsoft Word by creating a document, formatting paragraphs and pages, and adding tables and graphics Explore Microsoft Excel's ability to analyze data through creating formulas and functions, and learn to format and print spreadsheets Use Outlook to organize your work day, and find out how to make amazing PowerPoint presentations using the new features in the 2016 version Office 2016 at Work For Dummies is the perfect office companion if you use Microsoft Office regularly and need to get up to speed on the changes with the latest release as quickly and efficiently as possible.

iPad All-in-One For Dummies Nancy C. Muir 2012-12-03 It's all iPad, all the time - at home, at work, and on the go - updated for iOS 6! The iPad was an overnight sensation and now it's simply indispensable. Whether you use it for work, play, or everyday life, the new iPad is packed with even more features and power than ever. In this fun and practical guide, veteran For Dummies author Nancy C. Muir walks you through the latest features and functions, including what the new iOS6 software brings to the table. Go beyond the basics, get serious about using your iPad for all it's worth, and don't miss the ways to have fun with it as well. This book covers it all, and in full color! Covers the third-generation iPad, iPad 2 and original iPad and is fully updated for iOS 6 Packs six minibooks in one full-color guide: iPad Basics, Just for Fun, iPad on the Go, Getting Productive with iWork,

Using iPad to Get Organized, and Must-Have iPad Apps Explores the latest iPad and iOS 6 features, including Siri, Passbook, FaceTime video calls over cellular, a brand new Maps app, Facebook integration, and more Walks you through enhanced functions, such as improved e-mail with a VIP inbox and new iCloud browsing tabs Shows you how to use iWork and other productivity apps to dress up your documents, create stellar spreadsheets, add pizzazz to your presentations, and maintain your schedule on the run Covers the best-of-the-best business, travel, educational, news, weather, and financial apps Your world is just a touch away with iPad and iPad All-in-One For Dummies, 5th Edition.

Canon EOS Rebel T4i/650D For Dummies Julie Adair King 2012-09-20 An easy-to-follow guide to Canon's first touchscreen dSLR Canon calls the EOS Rebel T4i/650D its most consumer-friendly dSLR, but there's still a lot to learn. Expert author and photography instructor Julie Adair King handles the subject in a step-by-step style that will boost your confidence. If this is your first dSLR, you'll find all the information you need to get going with your new camera and start taking great pictures. More than 300 fabulous full-color photos illustrate all the camera features and also show you what you and your Rebel T4i/650D can achieve. Canon's EOS Rebel T4i/650D is a consumer-friendly dSLR with touchscreen controls, expanded autofocus features, and improved low-light shooting capabilities; this friendly guide explains all the controls and helps you gain confidence with the Canon EOS Rebel T4i/650D camera Bestselling author Julie Adair King covers using auto, live view, and playback modes; how to dial in exposure and lighting controls; and how to manipulate focus and color Offers advice on situational shots, explains how to get images onto a computer for editing, and shows how to print photos or post them online Presents professional editing tips and plenty of beautiful full-color images showing what you can achieve Popular author has written more than 15 For Dummies books on Nikon and Canon cameras Canon EOS Rebel T4i/650D For Dummies is the perfect how-to guide for anyone venturing into dSLR photography with this popular new model.

Windows 10 For Seniors For Dummies Peter Weverka 2016-08-18 The stress-free way to get up and running with Windows 10 If you're a first-time, over-50 Windows user looking for an authoritative, easy-to-follow guide to the basics of this new operating system, look no further. This no-nonsense book cuts through confusing jargon and covers just what you need to know, providing lots of helpful figures along the way! Whether you're upgrading to the new Windows 10 operating system with the hopes of keeping in touch with loved ones via webcam or social media, or simply want to make your life more organized and streamlined, all the help you need to make the most of Windows 10 is at your fingertips. You'll find out how to navigate the interface with a mouse or touchscreen, manage printers and other external devices, store files in the Cloud, send and receive email, listen to music, and so much more. Customize the desktop and set up a simple network Connect with family and friends online Protect your data, your computer, and your identity Learn faster and easier with the help of large-print text There's no easier way to get up and running on the new Windows operating system than with Windows 10 For Seniors For Dummies.

PowerPoint 2010 For Dummies Doug Lowe 2010-04-07 Start creating dynamite presentations with PowerPoint 2010 PowerPoint, the number one presentation software, has been revised and improved with the introduction of Microsoft Office 2010. More than 120 million people are using PowerPoint to create business and educational presentations worldwide. Both new and veteran PowerPoint users will improve their skills with the fun and friendly advice in PowerPoint 2010 For Dummies. Bestselling author Doug Lowe makes it easy to grasp the new features and shows you how to create presentations with pizzazz. PowerPoint is used in more than 60 countries to create visual presentations for business and educational settings The newest revision to PowerPoint adds new features, an online version of the software, and improved audiovisual and video editing capabilities This easy-to-follow guide explains how to create and edit slides, import data from other applications, and add charts, clip art, sound, and video Also covers working with hyperlinks, creating Web pages with PowerPoint, video editing, and collaboration via online access PowerPoint 2010 For Dummies helps you take full advantage of the enhancements in the new version, so you can create more effective and impressive presentations.

Office 365 For Dummies Rosemarie Withee 2018-10-25 Everything you need to get productive in the Cloud with Office 365 With 70 million users worldwide, Microsoft Office 365 combines the familiar Office desktop suite with cloud-based versions of Microsoft's next-generation communications and collaboration services. It offers many benefits including security, reliability, compatibility with other products, over-the-air updates in the cloud that don't require anything from the user, single sign on for access to everything right away, and so much more. Office 365 For Dummies offers a basic overview of cloud computing and goes on to cover Microsoft cloud solutions and the Office 365 product in a language you can understand. This includes an introduction to each component which leads into topics around using each feature in each application. Get up to speed on instant messaging Use audio, video, and web conferencing Get seamless access to the Office suite with Office Web apps Access information anywhere, anytime Office 365 is the key to office productivity — and now you can put it to use for you!

Microsoft Office 2010 Digital Classroom AGI Creative Team 2011-03-16 The complete book-and-video training package for Office 2010! This Microsoft Office 2010 book-and-video training package-from the same professional training experts who also create many training materials for Microsoft-is like having your own personal instructor guiding you through each lesson, but you work at your own pace! The full-color book includes 27 lessons that teach you the new features and quirks of Microsoft Office 2010. Each lesson includes step-by-step instructions and lesson files, and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks. This jam-packed training package takes you well beyond the basics in a series of easy-to-absorb, five-minute lessons. Shows you how to use Microsoft Office 2010, the new version of the Microsoft Office suite that is available in standard 32-bit and now also a 64-bit version Walks you through 27 lessons, each consisting of easy-to-follow, step-by-step instructions and lesson files in full color that make each task less intimidating Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you're learning in the book Covers exciting new Office 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon Provides the perfect, one-stop, robust learning package-with book and supplementary video training on all the applications in Office 2010 Additional resources available on companion Web site:

www.digitalclassroombooks.com Learn the ins-and-outs of Office 2010 with this all-in-one, value-packed combo!

Office 2013 For Dummies Wallace Wang 2013-02-13 Office 2013 For Dummies is the key to your brand new Office! Packed with straightforward, friendly instruction, this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013. After coverage of the fundamentals, you'll discover how to spice up your Word documents, edit Excel spreadsheets and create formulas, add pizzazz to your PowerPoint presentation, and much more. Helps you harness the power of all five Office 2013 applications: Word, Excel, PowerPoint, Outlook, and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color, graphics, and more Demonstrates navigating and editing an Excel spreadsheet, creating formulas, and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color, sound, pictures, and videos Explores Outlook, including configuring e-mail, storing contacts, organizing tasks, scheduling your time, and setting appointments Delves into designing Access databases, including editing, modifying, searching, sorting, and querying; also covers viewing and printing reports, and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient!

AutoCAD 2013 For Dummies Bill Fane 2012-04-11 Bring your design vision to life with this full-color guide to AutoCAD 2013! Used by everyone from engineers and architects to interior designers and draftspeople, AutoCAD 2013 is the world's leading 2D and 3D technical drawing program. But, with so many options and features available, finding your way around AutoCAD can be a challenge, even for experienced CAD professionals. AutoCAD 2013 For Dummies is here to help. You'll learn to build a solid foundation for all your projects, use standard CAD techniques, get familiar with new tools and features, and start sharing your models and designs in no time with this easy-to-follow guide. Covers the latest AutoCAD features and techniques, including creating a basic layout, navigating the AutoCAD Ribbon, drawing and editing, working with dimensions, adding text, creating 3D models, and more Walks readers through setting up a drawing environment, applying visual styles, managing data across several drawings, and showcasing your designs to potential clients and customers Features full-color illustrations that mirror what you'll see on your AutoCAD 2013 screens plus a companion website with downloadable drawing files so you can put your CAD skills to the test Whether you're an AutoCAD amateur or a modeling master, AutoCAD 2013 For Dummies has something for you.

Word 2016 For Professionals For Dummies Dan Gookin 2016-08-15 The most comprehensive guide to Microsoft Word 2016 If you're a professional

who uses Word, but aren't aware of its many features or get confused about how they work best, *Word 2016 For Professionals For Dummies* answers all your burning questions about the world's number-one word processing software. Offering in-depth coverage of topics you won't find in *Word 2016 For Dummies*, this guide focuses on the professional's needs, giving you all you need to know not only do your job well, but to do it even better. As Microsoft continues to hone Word with each new release, new features are added beyond basic word processing. From using Word to create blog posts to importing data from Excel to expertly flowing text around objects, it covers the gamut of Word's more advanced capabilities—including those you probably don't know exist. Whether you're looking to use Word to build a master document, collaborate and share, publish an ebook, or anything in between, the thorough, step-by-step guidance in *Word 2016 For Professionals For Dummies* makes it easier. Discover neat Word editing tips and tricks to create complex documents Share documents and collaborate with others Format text, paragraphs, and pages like never before Add Excel charts and graphics to Word documents Create an ebook Essential reading for the Word power user who wants to be more productive and efficient at work, this handy guide gives you the boost to take your skills to the next level.

Easy Microsoft Office 2010 Tom Bunzel 2010-06-04 SEE IT DONE. DO IT YOURSELF. It's that Easy! Easy Microsoft Office 2010 teaches you the basics of working with Excel, PowerPoint®, Outlook®, Word, OneNote®, and Office Web Apps. Fully illustrated steps with simple instructions guide you through each task, building the skills you need to create and share documents, spreadsheets, presentations, email, calendars, and more. No need to feel intimidated—we'll hold your hand every step of the way. Learn how to... • Get started quickly with Word to format and print great looking documents using new QuickStyles, Cover Pages, and Quick Parts • Include tables, graphics, pictures, and diagrams in Word documents that improve the appearance and impact of your documents • Build flexible spreadsheets with charts, functions, Sparklines, and PivotTables • Use Excel to make calculations and analyze data in spreadsheets • Create, format, fine-tune, and deliver great PowerPoint presentations • Use the new Web Apps to safely share, review, and revise Office documents online • Keep track of important information from the Web with OneNote search and tagging features • Integrate your to-do lists, tasks, and appointments between OneNote and Outlook • Use Outlook's new features including conversation view to track email and stay in touch with colleagues and clients Easy steps guide you through each task. Items you select or click are shown in bold. Each step is fully illustrated. Category: Office Applications/Office 2010 Covers: Microsoft Office 2010 User Level: Beginner

Word 2010 For Dummies Dan Gookin 2010-04-07 Dan Gookin gets you up to speed so you can get down to work with all the new features of Word 2010! Bestselling and quintessential For Dummies author Dan Gookin employs his usual fun and friendly candor while walking you through the spectrum of new features of Word 2010. Completely in tune with the needs of the beginning Word user, Gookin shows you how to use Word quickly and efficiently so that you can spend more time working on your projects and less time trying to figure out how to make Word perform the tasks you need it to do. This newest edition of Word For Dummies explains how to navigate the user interface and take advantages of file formats, and skips the unnecessary jargon. Unparalleled author Dan Gookin applies his beloved For Dummies writing style to introduce you to all the features and functions of Word 2010 Escorts you through the capabilities of Word 2010 without weighing you down with unnecessary technical jargon Deciphers the user interface and shows you how to take advantage of the file formats The word on the street is that Word 2010 For Dummies is a must-read!

Six Sigma For Dummies Craig Gygi 2012-09-17 The fast and easy way to understand and implement Six Sigma The world's largest and most profitable companies—including the likes of GE, Bank of America, Honeywell, DuPont, Samsung, Starwood Hotels, Bechtel, and Motorola—have used Six Sigma to achieve breathtaking improvements in business performance, in everything from products to processes to complex systems and even in work environments. Over the past decade, over \$100 billion in bottom-line performance has been achieved through corporate Six Sigma programs. Yet, despite its astounding effectiveness, few outside of the community of Six Sigma practitioners know what Six Sigma is all about. With this book, Six Sigma is revealed to everyone. You might be in a company that's already implemented Six Sigma, or your organization may be considering it. You may be a student who wants to learn how it works, or you might be a seasoned business professional who needs to get up to speed. In any case, this updated edition of Six Sigma For Dummies is the most straightforward, non-intimidating guide on the market. New and updated material, including real-world examples What Six Sigma is all about and how it works The benefits of Six Sigma in organizations and businesses The powerful "DMAIC" problem-solving roadmap Yellow, Green and Black—how the Six Sigma "belt" system works How to select and utilize the right tools and technologies Speaking the language of Six Sigma; knowing the roles and responsibilities; and mastering the statistics skills and analytical methods Six Sigma For Dummies will become everyone's No. 1 resource for discovering and mastering the world's most famous and powerful improvement tool. Stephen Covey is spot-on when he says, "Six Sigma For Dummies is a book to be read by everyone."

Corporate Finance For Dummies Michael Taillard 2012-12-26 Score your highest in corporate finance The math, formulas, and problems associated with corporate finance can be daunting to the uninitiated. Corporate Finance For Dummies introduces you to the practices of determining an operating budget, calculating future cash flow, and scenario analysis in a friendly, un-intimidating way that makes comprehension easy. Corporate Finance For Dummies covers everything you'll encounter in a course on corporate finance, including accounting statements, cash flow, raising and managing capital, choosing investments; managing risk; determining dividends; mergers and acquisitions; and valuation. Serves as an excellent resource to supplement coursework related to corporate finance Gives you the tools and advice you need to understand corporate finance principles and strategies Provides information on the risks and rewards associated with corporate finance and lending With easy-to-understand explanations and examples, Corporate Finance For Dummies is a helpful study guide to accompany your coursework, explaining the tough stuff in a way you can understand.

Office 2019 All-in-One For Dummies Peter Weverka 2018-10-30 One practical book that's ten books in one: Learn everything you need to know about Microsoft Office with one comprehensive guide on your bookshelf To know your way around all the applications within Microsoft Office would require you to be part mathematician, part storyteller, and part graphic designer—with some scheduling wizard and database architect sprinkled in. If these talents don't come naturally to you in equal measure, don't panic—Office 2019 All-in-One For Dummies can help. This hefty but easily accessible tome opens with Book 1, an overview of the Office suite of applications and tips for handling text and becoming more efficient. From there, you'll find a book on each of the suite's major applications: Word: Learn the basics of word processing with Word, plus lay out text and pages; use Word's styles and proofing tools; construct tables, reports, and scholarly papers; and become familiar with manipulating documents. Excel: In addition to refining your worksheets so they're easier to understand, you can also master formulas, functions, and data analysis. PowerPoint: Find out how to make your presentations come alive with text, graphics, backgrounds, audio, and video. This book also contains a chapter with guidance and tips for delivering presentations—in person or virtually. Outlook: From helping you to manage your contacts, inbox, calendar, and tasks, Outlook can organize your days and keep you working productively. Access: Not everyone needs to build and maintain databases, but if that's part of your job, this book has all the hands-on information you need to get going: Build a database table, enter data, sort and query data, and filter data into report format. Publisher: The Publisher book is a quick-and-dirty introduction into desktop publishing, helping you to design a publication using built-in color schemes, templates, fonts, and finishing touches like borders and backgrounds. The last three books cover material that applies to all the applications. Book 8 shows you how to create charts, handle graphics and photos, and draw lines and shapes. Book 9 provides a quick primer on customizing the Ribbon, the Quick Access toolbar, and the Status bar, and guidance on distributing your work (via printing, emailing, converting to PDF, and more). Finally, Book 10 wraps up with how to use OneDrive, especially for file sharing and online collaboration. If you need to make sense of Office and don't have time to waste, Office 2019 All-in-One For Dummies is the reference you'll want to keep close by!

Microsoft Office 2010 and 2007 for Seniors Jolanda Lighthart 2011 Provides instructions for seniors on the features and functions of Microsoft Office 2010 and 2007, covering Word, Excel, and PowerPoint.

Office 2010 eLearning Kit For Dummies Faithe Wempen 2011-12-06 Create and work with Microsoft Office 2010 with this learning package Microsoft Office 2010 is the most commonly used office productivity suite and if you're eager to get started using all it has to offer, this value-packed eLearning kit is essential to your learning process. This complete Microsoft Office 2010 course includes a full-color printed book and a Dummies interactive eLearning course on CD. You'll discover the basics of the Office interface, how to navigate it, and how to use the features common to all

Office programs. Then you'll get detailed instruction in working with Word, Excel, PowerPoint, and Outlook to make learning easier! Follow the material sequentially or jump in and out as you wish?it's set up so you can learn at your own pace. Throughout, you will benefit from illustrations, animations, voiceover explanations, and the option of closed captioning if you find you learn better when you can read the instructions. Helps self-motivated learners get familiar with Office 2010 Walks you through creating and formatting a Word document, creating and working with an Excel spreadsheet, managing e-mail and calendars with Outlook, and building a PowerPoint presentation with graphics and sound Includes an easy-to-follow, full-color book and an interactive Dummies eLearning Course that corresponds with the book on CD Allows you to follow the material sequentially or choose separate sections at your own time and pace Office 2010 eLearning Kit For Dummies helps you get the very most out of all the applications in the Office 2010 suite. NOTE: CD-ROM/DVD and other supplementary materials are not included as part of the e-book file, but are available for download after purchase.

Office 2010 For Dummies Wallace Wang 2010-04-07 The latest edition of one of the bestselling Microsoft Office books of all time! Spend less time figuring out Word, Excel, PowerPoint, Outlook, and Access and more time working on actual projects with this new edition of Office 2010 For Dummies. Filled with straightforward, friendly instruction, this book gets you thoroughly up to speed, and it actually makes doing Office work fun! First learn all the basics, then how to add more bells and whistles, including how to spice up your Word documents, edit Excel spreadsheets and create formulas, add sound to your PowerPoint presentation, and much more. Helps you harness the power of Microsoft Office 2010 and all of its new functionality; the book covers Word, Excel, PowerPoint, Outlook, and Access Explains and instructs in the straightforward, friendly, For Dummies style that makes instruction more accessible and skill-building easier Covers typing and formatting text in Word and spicing up your documents Shows you how to navigate and edit an Excel spreadsheet, create formulas, and chart and analyze Excel data Demonstrates how to create a PowerPoint presentation and add color, sound, and pictures Explores Outlook, including configuring e-mail, storing contacts, organizing tasks, scheduling your time, and setting appointments Delves into designing Access databases, including editing, modifying, searching, sorting, and querying; also covers viewing and printing reports, and more Be ready to take full advantage of Microsoft Office 2010 with this fun and easy guide.

Discovering Computers and Microsoft Office 2010 Gary B. Shelly 2011-02-07 DISCOVERING COMPUTERS& MICROSOFT OFFICE 2010: A FUNDAMENTAL COMBINED APPROACH, International Edition is designed to provide you with everything you need for your Intro to Computers course in ONE book. This new offering from the Shelly Cashman Series® combines the best selling Discovering Computers, computer concepts material with the step-by-step Microsoft Office 2010 applications content to provide you and your students with a single offering for your Intro to Computers course.

Office 2013 eLearning Kit For Dummies Faithe Wempen 2014-01-30 Unlock your new Office with this one-of-a-kind learning package! Whether you're meeting Office 2013 for the first time or upgrading your knowledge from an earlier version, this value-packed eLearning kit makes it easy to learn 2013 at your own pace. This complete learning package includes a full-color printed book and an access code for one year of online self-paced training. You'll learn the basics of the Office interface, how to navigate it, and how to use the features common to all Office programs. Then you'll get detailed instructions for working with Word, Excel, PowerPoint, and Outlook. Follow the material sequentially or jump in and out as you wish - it's set up so you can learn at your own pace. Throughout, you will benefit from illustrations, animations, voiceover explanations, and the option of closed captioning if you find you learn better when you can read the instructions. Helps self-motivated learners get going with Office 2013 and its new features Walk you through creating and formatting a Word document, setting up and working with an Excel spreadsheet, managing e-mail and calendars with Outlook, building a powerful PowerPoint presentation with graphics and sound, and more Includes an easy-to-follow, full-color book and an interactive Dummies eLearning Course that corresponds with book and is unlocked via online access code Allows you to follow the material sequentially or choose separate sections at your own time and pace Office 2013 eLearning Kit For Dummies is the key to unlocking all Office 2013 has to offer.

Office 2010 All-in-One For Dummies Peter Weverka 2010-04-07 The leading book on Microsoft Office, now fully updated for Office 2010 Microsoft Office, the world's leading productivity suite, has been updated with new tools. Veteran Office users as well as newcomers will need the comprehensive information in this bestselling All-in-One guide. With a self-contained minibook devoted to each Office application plus minibooks on how Office works together and how you can expand its usefulness, Office 2010 All-in-One For Dummies gets you up to speed and answers the questions you'll have down the road. Microsoft Office is the office productivity suite used around the globe; nearly every business worker encounters it daily The 2010 revision will affect all applications in the suite Eight minibooks cover Word, Excel, PowerPoint, Outlook, Access, Publisher, common Office tools, and ways to expand Office productivity Also covers the new online versions of Word, Excel, and PowerPoint as well as changes to the interface and new tools and techniques Office 2010 All-in-One For Dummies makes it easy to learn to use Office and gets you up and running on all the changes and enhancements in Office 2010.

Office 2013 All-in-One For Dummies Peter Weverka 2013-02-28 Home and business users around the globe turn to Microsoft Office and its core applications every day. Whether you're a newcomer or a veteran Office user, this friendly-but-informative guide provides in-depth coverage on all the newest updates and enhancements to the Office 2013 suite. With an overview of tools common to all Office applications and self-contained minibooks devoted to each Office application, Office 2013 All-in-One For Dummies gets you up to speed and answers the questions you'll have down the road. Explores the new Office interface and explains how it works across the applications Features eight minibooks that cover Word, Excel, PowerPoint, Outlook, Access, Publisher, OneNote, common Office tools, and ways to expand Office productivity Highlights the new online versions of Word, Excel, and PowerPoint as well as changes to the interface and new tools and techniques Office 2013 All-in-One For Dummies makes it easy to learn to use Office and gets you up and running on all the changes and enhancements in Office 2013.

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Access 2010 For Dummies Laurie A. Ulrich 2010-05-10 A friendly, step-by-step guide to the Microsoft Office database application Access may be the least understood and most challenging application in the Microsoft Office suite. This guide is designed to help anyone who lacks experience in creating and managing a database learn to use Access 2010 quickly and easily. In the classic For Dummies tradition, the book provides an education in Access, the interface, and the architecture of a database. It explains the process of building a database, linking information, sharing data, generating reports, and much more. As the Microsoft Office database application, Access may be the least understood and most challenging part of the Office suite Access 2010 For Dummies walks newcomers through building and using their first database Covers linking information in a database, setting relationships, modeling data, and building tables Explores how to extract data from Access and get specific answers, create forms, and export data in reports A section for more experienced users looks at analyzing errors and creating an interface Fully updated for the newest version, Access 2010 For Dummies gets new Access users up to speed and helps veterans get the most from the Office database application.

Microsoft 365 For Dummies Jennifer Reed 2022-01-21 Amp up your collaboration skills and rock the modern workplace by harnessing the power of Microsoft 365 with this one-stop guide to the world's leading productivity platform The Microsoft 365 productivity solution for the workplace is a cloud-based service with many features for effective and secure collaboration virtually or in person. Whether you start your day with meetings in Teams, respond to Outlook emails, create documents with Office apps, or even automate your work with artificial intelligence, Microsoft 365 has you covered. But first, you must unlock the potential of this powerful solution to showcase your ability to keep up with the modern workplace and make an impact in your organization. To do that, you need Microsoft 365 For Dummies! This book walks you through the steps to get your work done anytime, anywhere, on any device, with Microsoft Teams as the central hub. Discover how to chat online in real time; conduct online meetings; co-author documents in the cloud; develop no-code applications; and even prioritize your well-being. The insights and step-by-step guidance in Microsoft 365 For Dummies will help you stay connected and engaged with your colleagues. Level up your teamwork game with the latest meeting and collaboration best practices from Microsoft Teams Stretch your use of Office apps (Word, Excel, PowerPoint, Outlook, and OneNote) by infusing artificial intelligence into your everyday tasks Save time (and look really smart) by automating your work with the Power Platform apps Take a break from work and focus on your health and well-being at home or in the office Whether you're a Microsoft 365 newbie or a superuser looking for details on what's new, Microsoft 365 For Dummies is the friendly and authoritative how-to book you need. Discover the benefits of cloud technology today!

Microsoft Office Home and Student Edition 2013 All-in-One For Dummies Peter Weverka 2013-04-11 The go-to reference for the new Office Home & Student2013 The Home & Student version of Microsoft Office targets thehome and education markets, covering the four applications mostused outside the workplace: Word, Excel, PowerPoint, and OneNote.The minibooks in this essential All-in-One guide includereal-world examples and projects that cover the new features andcapabilities of Office 2013. Straightforward advice and beneficialprojects help you to learn the basics of creating a resume in Word,establishing a home budget in Excel, developing a dynamic schoolpresentation with PowerPoint, and taking notes in OneNote. Targets home and school users of Office 2013, who primarily useWord, Excel, PowerPoint, and OneNote Walks you through how to use Office 2013 for everyday projects,such as creating a cover letter in Word or reusable templates inExcel Demonstrates how to jazz up a school presentation withPowerPoint Provides you with straightforward instructions for taking notesin OneNote Shares common Office 2010 tools and details the basics of theOffice ribbon Office Home & Student 2013 All-in-One For Dummies isan easy-to-understand guide to the essentials of Office 2013!

Windows 10 For Dummies Andy Rathbone 2015-08-10 Illustrates the new features of Windows 10.

Teach Yourself VISUALLY Office 2010 Kate Shoup 2012-06-20 Master the new version of Microsoft Office with this easy, visual guide The popular Microsoft Office suite has been revamped to provide new features, including Web applications that can be accessed from anywhere and a new, streamlined Ribbon. If you learn better with visual instructions, this full-color guide is just what you need. Covering Word, Excel, PowerPoint, Outlook, Access, and Publisher, this book is filled with step-by-step instructions and full-color screen shots that show you exactly what you'll see at each step. You'll also get instruction on the new Office Internet and graphics tools, as well as how to tackle dozens of common tasks in each application. Ideal for visual learners, this guide covers the entire Office suite: Word, Excel, PowerPoint, Outlook, Access, and Publisher Introduces the new Microsoft Office features, including Office Internet and graphics tools Provides step-by-step instructions for common tasks in each

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Microsoft Office 2010 Plain & Simple Katherine Murray 2010-06-24 Get the fast facts that make learning Office 2010 plain and simple! This colorful, no-nonsense guide uses easy-to-follow steps and screenshots, and clear, concise language to show the simplest ways to get things done with Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher, and OneNote. Here's WHAT You'll Learn Create documents, Web pages, and other publications Organize your e-mail, calendar, contacts and tasks Build spreadsheets to analyze and visualize data Set up a simple database Capture notes with ink, voice or text Here's HOW You'll Learn It Jump in wherever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! Exercises help you apply what you learn right away

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