



Office 2010 For Dummies

By Wallace Wang

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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.

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Editorial Review

From the Back Cover

Take control of your Office and get more done today — learn how, here and now!

Your Office is calling! And you're in luck, because this helpful guide walks you step-by-step through the various parts of the Office suite. In no time you'll be mastering the Ribbon interface, working with Word, crunching numbers with Excel, making your point with PowerPoint, organizing your life with Outlook, and using Access like a pro.

- Where is . . . — easily find the commands you need to complete the job on the Ribbon interface
- Go backstage — see how to save files, open and close them, find recently used files, and more with Backstage View
- Let's share — use the Office Clipboard to store up to 24 items for sharing among Office programs
- Tinker with text — create and save Word documents, change fonts, add headers, and format your stuff
- Formula for success — learn to set up an Excel spreadsheet, enter data, and create formulas to manipulate the data
- Present with power — define and create a PowerPoint presentation with charts, graphics, movies, and sound
- You've got e-mail — master it and the calendars, contacts, and task lists in Outlook
- Delightful databases — store, sort, retrieve, analyze, and print important data using Access

Open the book and find:

- Steps for entering, manipulating, and saving data
- How to customize Office 2010 programs
- Tips on using Office 2010's built-in photo editing tools
- Advice on stopping spam with Outlook
- Details about storing contacts and scheduling appointments
- Cool design tips for dressing up your Word documents
- How to chart and analyze data in Excel
- Ideas for punching up your PowerPoint presentations

Learn to:

- Use Word, Excel, PowerPoint, Outlook, and Access
- Create great documents and slide show presentations
- Edit spreadsheets, create formulas, and analyze data
- Configure e-mail settings, manage your calendar, and design Access databases

About the Author

Wallace Wang is the bestselling author of several dozen computer books including *Office For Dummies* and *Beginning Programming For Dummies*. Besides writing computer books, Wally also enjoys performing stand-up comedy just to do something creative that involves human beings instead of machines.

Users Review

From reader reviews:

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