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Microsoft Office 2010 Plain and Simple

By Katherine Murray

Microsoft Press, U.S. Paperback. Book Condition: new. BRAND NEW, Microsoft Office 2010 Plain and Simple, Katherine Murray, 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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