

Office 2010



Office 2010 The Missing Manual Matthew Macdonald

Chris Grover

Office 2010 The Missing Manual Matthew Macdonald:

Office 2010: The Missing Manual Nancy Conner, Matthew MacDonald, 2010-07-14 Microsoft Office is the most widely used software suite in the world The half dozen programs in Office 2010 are packed with amazing features but most people just know the basics This entertaining guide not only gets you started with Office it reveals all kinds of useful things you didn t know the software could do with plenty of power user tips and tricks when you re ready for more Create professional looking documents Learn everything you need to know to craft beautiful Word documents Stay organized Keep track of your email calendar and contacts with Outlook Crunch numbers with ease Assemble data make calculations and summarize the results with Excel Make eye catching presentations Build PowerPoint slideshows with video and audio clips animations and more Build Access databases guickly Make your data easy to find sort and manage Manage your files more efficiently Use the new Backstage view to quickly work with your Office files Get to know the whole suite Learn to use other handy Office tools Publisher OneNote and Office Web Apps Office 2010: The Missing Manual Nancy Conner, Matthew MacDonald, 2010-07-21 Microsoft Office is the most widely used software suite in the world The half dozen programs in Office 2010 are packed with amazing features but most people just know the basics. This entertaining guide not only gets you started with Office it reveals all kinds of useful things you didn t know the software could do with plenty of power user tips and tricks when you re ready for more Create professional looking documents Learn everything you need to know to craft beautiful Word documents Stay organized Keep track of your email calendar and contacts with Outlook Crunch numbers with ease Assemble data make calculations and summarize the results with Excel Make eye catching presentations Build PowerPoint slideshows with video and audio clips animations and more Build Access databases quickly Make your data easy to find sort and manage Manage your files more efficiently Use the new Backstage view to guickly work with your Office files Get to know the whole suite Learn to use other handy Office tools Publisher OneNote and Office Web Apps Elements 9: The Missing Manual Barbara Brundage, 2010-09-23 Elements 9 offers much of Photoshop's power without the huge price tag It s an ideal tool for most image editing buffs including scrapbookers photographers and aspiring graphic artists But Elements still doesn t come with a decent manual This bestselling book will help you get the most out of the program from the basics to advanced tips for both Windows and Mac Quickly learn your way around Customize Elements to suit your working style Get to work right away Import organize and make quick image fixes with ease Retouch any image Learn how to repair and restore your old and damaged photos Add some pizzazz Give images more zip with dozens of filters frames and special effects Find your creative flair Create scrapbooks greeting cards photo books and more Use advanced techniques Work with layers blend modes and other tools Try out your new skills Download practice images and try new tricks as you learn Personal Investing: The Missing Manual Bonnie Biafore, Amy E. Buttell, Carol Fabbri, 2010-05-12 This lively and easy to understand guide gives you the confidence tools and insight you need to evaluate financial products and

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