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Simply the easiest way yet to get up to speed on Word 2010 Microsoft Word 2010 includes all sorts of new features and functionalities, a redesigned interface, new emphasis on collaboration, and many additional changes. Both users of previous editions and those new to the Office applications will appreciate the clear, visual instruction in this book. With step-by-step instructions and large, full-color screen shots demonstrating dozens of Word 2010 tasks, Word 2010 Simplified gets you up and running faster than you ever thought possible. Word is the most-used application in Microsoft Office, which holds more than 90 percent of the market for Windows-based productivity suites The new version of Word includes many changes and new features; both newcomers to Word and users of previous editions will appreciate this clear, visual introduction to the program A streamlined interior with large font and screenshots, makes this guide easy to follow for all users at any age Covers the basics, document fundamentals, formatting documents and adding graphics, collaborating and sharing documents, how and when to use Office Web Applications, and much more If you learn best when you see how things are done, or if you just want a quick and easy guide to familiarize you with the new features of Word 2010, Word 2010 Simplified fills the bill.

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!

In-depth guidance on Word 2010 from a Microsoft MVP Microsoft Word 2010 arrives with many changes and improvements, and this comprehensive guide from Microsoft MVP Herb Tyson is your expert, one-stop resource for it all. Master Word's new features such as a new interface and customized Ribbon, major new productivity-boosting collaboration tools, how to publish directly to blogs, how to work with XML, and much more. Follow step-by-step instructions and best practices, avoid pitfalls, discover practical workarounds, and get the very most out of your new Word 2010 with this packed guide.

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!

What you need, when you need it! Need answers quickly? Microsoft Word 2010 on Demand provides those answers in a visual step-by-step format. We will show you exactly what to do through lots of full color illustrations and easy-to-follow instructions. Includes Workshops MCAS Exam Prep More than 500 Essential Word Tasks Inside the Book [Convertio](#) Create documents more efficiently using the improved Ribbon interface [Convertio](#) Use formatting, editing, reviewing, and publishing tools to create documents in print and online [Convertio](#) Create great-looking documents faster using more themes, styles, and templates [Convertio](#) Organize information and add impact with clip art, SmartArt diagrams, tables, and charts [Convertio](#) Create customized letters, labels, and envelopes [Convertio](#) Use Full Reading view to comfortably read documents on screen [Convertio](#) Use SharePoint to collaborate and share documents [Convertio](#) Use the Word Web App to view and edit documents in a browser [Convertio](#) Prepare for the Microsoft Certified Applications Specialist (MCAS) exam Bonus Online Content Register your book at [queondemand.com](#) to gain access to: [Convertio](#) Workshops and related files [Convertio](#) Keyboard shortcuts

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