

Word 2010 For Dummies

Microsoft Word 2010 for Beginners Christopher Lee.

AARP Word 2010 For Dummies Dan Gookin.2011-10-28 It's a whole new Word – make the most of it! Here's exactly what you need to know to get going with Word 2010. From firing up Word, using the spell checker, and working with templates to formatting documents, adding images, and saving your stuff, you'll get the first and last word on Word 2010 with this fun and easy mini guide. So get ready to channel your inner writer and start creating Word files that wow! Open the book and find: Tips for navigating Word with the keyboard and mouse Advice on using the Ribbon How to edit text and undo mistakes Things to know about saving and naming files How to print documents

Office 2010 For Dummies eLearning Course Access Code Card (6 Month Subscription) Faithe Wempen.2012-10-30 **The purchase of this card includes an access code that is entered and fulfilled at the For Dummies eLearning Center. You will receive access to the course for six (6) months from date of access code entry. Details are inside the card. For Dummies eLearning Courses are the perfect way to get you up-to-speed on a new skill! With integrated audio and video instruction, including screencasts, illustrations, animations, and video, as well as course interactivity to immediately reinforce what you've learned, For Dummies is making learning easier. Whether you're meeting Office for the first time or upgrading your knowledge from an earlier version, this course makes it easy to learn Microsoft Office 2010 at your own pace. 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. In each lesson, you'll find clear, expert instruction, interactive quizzes, hands-on activities, summaries, and the ability to review topics so you can progress at your own pace. The course covers: • Starting, navigating, and exiting Office applications • Creating and formatting a Word document • Creating an Excel spreadsheet, working with formulas and functions, and formatting worksheets • Managing e-mail, contacts, tasks, and calendars with Outlook • Building and formatting a PowerPoint presentation with graphics, movement, and sound • Tips and tricks to make you more productive • And much more!

Office Home and Student 2010 All-in-One For Dummies Peter Weverka.2010-10-18 One-stop shopping for all the essentials of Office Home & Student 2010 The Home & Student version of Microsoft Office is ideal for anyone who needs the essential Office applications and can do without tools like Access and Outlook. The version includes Word, Excel, PowerPoint, and OneNote. Each minibook offers straightforward advice, helpful projects, and real-world examples that target the home and student audiences. You'll benefit from instructions for creating a resume in Word, establishing a home budget in Excel, jazzing up a school presentation with PowerPoint, and taking notes in OneNote. Targets home and school users of Office 2010, who primarily need and use Word, Excel, PowerPoint, and OneNote Demonstrates common, everyday projects, such as creating a cover letter in Word and creating reusable templates in Excel Walks you through spiffing up a school presentation with PowerPoint Offers straightforward instructions for taking notes in OneNote Reviews common Office 2010 tools and details the basics of the Office ribbon Office Home & Student 2010 All-in-One For Dummies is your fun and friendly guide to the essentials of Office 2010!

Word 2010 For Dummies Dan Gookin.2010-10-16 The bestselling beginner's guide to Microsoft Word Whether you've used older versions of this popular program or have never processed a single word, this hands-on guide gets you going with the latest version of Microsoft Word. In no time, you'll begin editing, formatting, proofing, and dressing up your Word documents like a pro. In this leading book about the world's number one word processing application, Dan Gookin talks about using Microsoft Word in friendly, easy-to-follow terms. Focusing on the needs of the beginning Word user, it provides everything you need to know about Word—without any painful jargon. Covers the new and improved features found in the latest version of Word Create your own templates Explains why you can't always trust the spell checker Offers little-known keyboard shortcuts If you're new to Word and want to spend more time on your actual work rather than figuring out how to make it work for you, this new edition of Word X For Dummies has you covered.

Teach Yourself VISUALLY Word 2013 Elaine Marmel.2013-04-01 Get up to speed on the newest version of Word with visual instruction Microsoft Word is the standard for word processing programs, and the newest version offers additional functionality you'll want to use. Get up to speed quickly and easily with the step-by-step instructions and full-color screen shots in this popular guide! You'll see how to perform dozens of tasks, including how to set up and format documents and text; work with diagrams, charts, and pictures; use Mail Merge; post documents online; and much more. Easy-to-follow, two-page lessons make learning a snap. Full-color, step-by-step instructions show you how to perform all the essential tasks of Microsoft Word 2013 Explains how to set up and format documents, edit them, add images and charts, post documents online for sharing and reviewing, and take advantage of all the newest features of Word Previous editions have sold more than 220,000 copies The Visual learning system makes it easy to learn more while reading less Teach Yourself VISUALLY Word 2013 helps you master the most popular word processing program quickly, easily, and visually.

Word 2013 ELearning Kit For Dummies Lois Lowe.2014-04-28 Whether you've used other versions of this popular program or never processed a single word, this guide will get you going with Word 2013.

MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Exams Joan Lambert,Joyce Cox.2011-03-15 Demonstrate your expertise with Microsoft Office 2010! This all-in-one guide is designed to help you practice and prepare for the four core Microsoft Office Specialist (MOS) exams. With the MOS 2010 Study Guide, you get full, objective-by-objective coverage for: Exam 77-881: Microsoft Word 2010 Exam 77-882: Microsoft Excel 2010 Exam 77-883: Microsoft PowerPoint 2010 Exam 77-884: Microsoft Outlook 2010 Use the book's easy-to-follow procedures and illustrations to review the essential skills measured by the MOS exams. And you can apply what you've learned hands-on—using the downloadable files for all the book's practice tasks.

Microsoft Office 2010 All-In-One For Dummies PETER WEVERKA.2010-06-28 The Office suite and our All-in-One series are made for each other. The minibook format breaks the suite down into its individual elements. This book also features a minibook on Office basics that apply to all the applications that is perfect for beginners. Book I: Common Office Tools. Book II: Word. Book III: Outlook. Book IV: PowerPoint. Book V: Excel. Book VI: Access. Book VII: Publisher. Book VIII: Office 2010: One Step Beyond.

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!

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!

Word for Windows for Dummies Dan Gookin,Ray Werner.1993 Bestselling author Gookin brings his lighthearted For Dummies approach to Word for Windows--today's fastest growing word processing program. The book is organized so that the reader can look up a topic/problem and find the answer easily. Gookin's off-the-cuff approach makes surviving WordPerfect a breeze.

Word 2016 For Professionals For Dummies Dan Gookin.2016-07-28 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.

Windows 7 & Office 2010 for Dummies Andy Rathbone,Wallace Wang.2011-01 Master the two most important programs on your PC — Windows 7 and Office 2010 Whether you're new to the Microsoft world or an experienced user getting up to speed on the newest versions, this handy two-in-one guide will have you getting things done with Windows 7 and Office 2010 in no time! Peek into Windows 7 — navigate around the desktop, get familiar with the Start button, and customize the taskbar The fun stuff — play music and videos with Media Player, organize photos, and surf the Web The basic Office tour — see how to create and save files, open and close them, use the Ribbon, and more Be productive — create great documents and slide show presentations, crunch numbers, send and receive e-mail, and organize your data Open the book and find: Steps for setting up separate user accounts for a whole family Tips for protecting your PC and staying safe online How to manage your photos, music, and videos Ideas for dressing up your Word documents Details about storing contacts and scheduling appointments How to chart and analyze data in Excel Learn to: Customize Windows 7 for your needs Use Word, Excel®, PowerPoint®, Outlook®, and Access® Organize and manage files and folders Configure e-mail settings and cruise the Web

Practical Guide to PC and Microsoft Office 2010 Sergey K. Aityan.2012-08-09 Once you have a basic understanding of personal computers and some knowledge of Microsoft Word, Excel, and PowerPoint, how do you advance to the next level? And, is it worth the effort? This book answers with a definitive Yes. Contrary to the information-overload of comprehensive user manuals, this book provides only the most necessary functionality and methodology to help better organize your computer, create more professional documents, and, in the end, save time. Written and formatted using Microsoft Office 2010 functionality addressed within, this book is an example of the power behind learning these essentials.

Beginning Microsoft Word 2010 Ty Anderson,Guy Hart-Davis.2010-12-28 Beginning Microsoft Word 2010 is a visually stimulating introductory guide that teaches the complete Word newbie (as well as slightly experienced yet equally baffled users) what they need to know to write that thesis or proposal tonight. From the absolute basics like installing the software and creating documents to more advanced features like adding images and working with themes, this book is your one-stop source for using Word 2010 effectively. This books shows you what's new in Word 2010—including advanced features for collaboration on documents and updates to the user interface—while also providing a solid grounding in overall word processing skills. Using step-by-step instructions as well as visual aids and screenshots, Beginning Microsoft Word 2010 will guide you from a no-nothing newbie to a proficient and knowledgeable Word user.

Microsoft Word 2010 Joyce Cox,Joan Lambert.2010 This book offers enhanced features to create professional quality documents, easier ways to work together with people and almost-anywhere access to your files.

Windows 7 & Office 2010 For Dummies, Book + DVD Bundle Andy Rathbone,Wallace Wang.2010-11-30 Learn Windows 7 and Office 2010 the right way with this handy book-and-DVD deal Windows 7 and Office 2010 are the two most widely used and acclaimed software applications in the world. This value priced book-and- two DVD bundle will help you access the power of the operating system and Office suite to achieve maximum efficiency, whether you are a new, intermediate or experienced user. From two of the most accomplished computer reference authors of all time, Andy Rathbone and Wallace Wang, this package will give you the understanding needed to take advantage of these essential programs. Introduces the new Windows 7 Operating System (OS) and basic interface navigation, managing applications, files and data, printing documents, and preventing common security/safety issues Shows you how to get connected to the Internet, create CDs and DVDs, and establish an e-mail account Explains Microsoft Office basics such as typing and formatting text in Word, navigating an Excel spreadsheet, and creating a PowerPoint presentation DVD contains more than four hours of step-by-step instructions for completing the most essential Windows 7 and Office 2010 tasks Clear and helpful, this guide-and-DVD combo is like having an expert right beside you all the way!

Microsoft Word 2010 Plain & Simple Katherine Murray.2010-08-15 Get the guide that makes learning Microsoft Word 2010 plain and simple! This full color, no-nonsense book shows you the quickest ways to solve a problem or learn new skills, using easy-to-follow steps and concise, straightforward language. You'll create professional-quality documents in no time. Here's WHAT you'll learn: Create professional-looking documents with ease Organize, edit, and format text Apply themes, styles, and other design elements Work with graphics, tables, and charts Take advantage of pre-built templates, or make your own Edit a document with others simultaneously -- online Here's HOW you'll learn it: Jump in whenever 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 apply what you learn right away

Word 2013 and 2010 for Seniors Visual Steps (Firm).2014 Presents step-by-step instructions on the essentials of the word processing program, covering such topics as creating different types of documents, formatting, editing, working with styles and themes, and merging documents.

Word 2007 John Hales.2006-12-20 This 6-page, laminated guide covers the basic principles of the new Word 2007 program. It contains information on: What's new, the Ribbon, galleries, super tooltips and much more.

Easy Microsoft Word 2010 Sherry Kinkoph Gunter.2010 Describes the fundamentals of working with the new features of the word processing program, including how to format text, create layouts and themes, use tables, insert references, and share documents.

Word 2010 eLearning Kit For Dummies Lois Lowe.2012-05-08 Use this step-by-step learning package to master Word 2010 Publisher's Note- The online training portion of this product is no longer available. Word 2010 is one of the core applications of Microsoft Office 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 Word 2010 course includes a full-color printed book and a Dummies interactive eLearning course on CD. You'll discover the basics of the Word interface, how to navigate it, how to get comfortable with the terminology, and how to use its many features. Detailed instructions walk you through real-world exercises and help 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 Word 2010 Walks you through creating and formatting a Word document, guiding you

through the entire process so that you get a solid understanding of the importance and potential of every step 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 Offers chapter summaries, practice exercises, discussions of concepts and essential terms, and much more Word 2010 eLearning Kit For Dummies helps you get the most the software has to offer, so you can start creating Word docs that wow in no time at all! 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.

Word 2010 For Dummies Dan Gookin.2010-05-10 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!

GO! with Microsoft Word 2016 Comprehensive Shelley Gaskin,Alicia Vargas.2016-03-18 Teach the course YOU want in LESS TIME In today's fast-moving, mobile environment, the GO with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office(R) into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, instructional projects are now available as grader projects in MyITLab, so students can work live in Office while receiving auto-graded feedback. These high-fidelity simulations match the text and provide an effective pathway for learning, practicing, and assessing their abilities. After completing the instructional projects, students can apply their skills with a variety of progressively challenging projects that require them to solve problems, think critically, and create on their own. New GO Collaborate with Google projects allow students to apply their skills to a new environment that is already popular in many workplaces. Integrated Microsoft Office Specialist (MOS) objectives make GO your one resource for learning Office, gaining critical productivity skills, and prepare for MOS certification. Also available with MyITLab MyITLab (R) is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, to engage students and improve results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, so students learn more quickly and effectively, and build the critical skills needed for college and career success. Digital badges allow students to showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

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.

Word 2010 Basics and Advanced For Dummies eLearning Course Access Code Card (6 Month Subscription) Faithe Wempen.2012-10-23 **The purchase of this card includes an access code that is entered and fulfilled at the For Dummies eLearning Center. You will receive access to the course for six (6) months from date of access code entry. Details are inside the card. For Dummies eLearning Courses are the perfect way to get you up-to-speed on a new skill! With integrated audio and video instruction, including screencasts, illustrations, animations, and video, as well as course interactivity to immediately reinforce what you've learned, For Dummies is making learning easier. Want to get from newbie to expert in Microsoft Word quickly and easily? This complete Word 2010 Basics-to-Advanced course will get you started creating Word documents and then help you get really productive with Word's advanced features. Step-by-step instructions, plenty of examples, and ways to assess your progress make learning easy. In each lesson, you'll find clear, expert instruction, interactive quizzes, hands-on activities, summaries, and a way to review topics so you can progress at your own pace. The course covers:

- Starting a document and setting page size, margins, and orientation
- Adding and formatting text and checking your spelling and grammar
- Selecting text and moving, copying, or deleting it
- Printing documents and envelopes and performing a mail merge
- Formatting paragraphs and using styles and templates to enhance documents and save time
- Creating bulleted or numbered lists and working with tables
- Adding and editing photos and clip art
- Supporting your document with footnotes, a table of contents, and indexes
- Sharing work and tracking changes with multiple users
- Tips and tricks to make you more productive

Word 2010 für Dummies Dan Gookin.2012-02-13 Mit Word 2010 kann man mehr als nur Texte verfassen. Der Bestsellerautor Dan Gookin weiht Sie in die Geheimnisse von Word 2010 und in seine neue Benutzeroberfläche ein. Er zeigt Ihnen Schritt für Schritt, wie Sie Texte formatieren und strukturieren, Schriftarten ändern, mit Formatvorlagen arbeiten sowie Tabellen einfügen. Außerdem verrät er viele Tricks, wie Sie mit Word noch effektiver arbeiten und welche Abkürzungen Sie über die Tastatur nehmen können. Mit diesem Buch kommen Word-Neulinge und Umsteiger auf die Version 2010 schnell und sicher mit diesem Programm zurecht.

Word 2010 ELearning Kit For Dummies Lois Lowe.2012-06-13 Presents the latest updates for the word processing program and explains how to use the latest features to create and edit documents, incorporate graphics, apply diverse styles and formats, check spelling and grammar, and insert tables.

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 For Seniors For Dummies Faithe Wempen.2022-01-12 Send emails, stay on top of your finances, and manage your everyday life with this no-experience-necessary Office 2021 handbook Microsoft Office offers huge benefits to people of all ages. The popular software suite has always made creating to-do lists, sending emails, drafting documents, and processing spreadsheets a breeze, and the updates and upgrades found in Office 2021

make those tasks even easier. Office For Seniors For Dummies offers step-by-step instructions to learn every part of Office 2021, including Word, Excel, and PowerPoint. This trusted guide starts at the very beginning, showing you how to start each application and understand the interface. It walks you through the most commonly used functions of each program and explains how to apply it in your everyday life. Written in large, crystal-clear type and full of helpful images and screenshots, the book also demonstrates how to: Stay in touch with friends and family using Office 2021's built-in communications tools, including Outlook Keep your finances up to date with functional spreadsheets in Excel Take advantage of existing Office templates for things like budgets, letters, faxes, and more You don't have to be a computer scientist to get the most out of Office 2021. Let this handy guide clarify and demystify some of the most practical and user-friendly applications available today.

Word 2010 for Dummies, X Page Mini Edition Gookin.2011-11-18

The Lawyer's Guide to Microsoft Word 2007 Ben M. Schorr.2009 Microsoft Word is one of the most used applications in the Microsoft Office suite. This handy reference includes clear explanations, legal-specific descriptions, and time-saving tips for getting the most out of Microsoft Word and customizing it for the needs of today's legal professional. Focusing on the tools and features that are essential for lawyers in their practice, this book explains the key components to help make lawyers more effective, more efficient, and more successful.

DUMMIES OFFICE 2010/WINDOWS 7 ASSORT 2011 Woody Leonhard.2011-10-11 Get these two best-selling books, available for a limited time only!

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. And in Windows 7 All-in-One For Dummies, find eight references in one-fully revised to include all the new features and updates to Windows 7. As the #1 operating system in the world, Windows provides the platform upon which all essential computing activities occur. This much-anticipated version of the popular operating system offers an improved user experience with an enhanced interface to allow for greater user control. This All-in-One reference is packed with valuable information from eight minibooks, making it the ultimate resource. You'll discover the improved ways in which Windows 7 interacts with other devices, including mobile and home theater. Windows 7 boasts numerous exciting new features, and this reference is one-stop shopping for discovering them all! Eight minibooks cover Windows 7 basics, security, customizing, the Internet, searching and sharing, hardware, multimedia, Windows media center, and wired and wireless networking Addresses the new multi-touch feature that will allow you to control movement on the screen with your fingers With this comprehensive guide at your fingertips, you'll quickly start taking advantages of all the exciting new features of Windows 7.

Easy Microsoft Word 2010, Portable Documents Sherry Kinkoph Gunter.2010-06-02 SEE IT DONE. DO IT YOURSELF. It's that Easy! Easy Microsoft Word 2010 teaches you all the fundamentals of working with Microsoft's newest version of Word. Fully illustrated steps with simple instructions guide you through every task, building the skills you need to learn Word 2010 with ease. No need to feel intimidated—we'll hold your hand every step of the way. Learn how to... Make the most of Word 2010's best new features Find the right Word tool for the job—instantly! Enter and format text faster and more efficiently Create great-looking documents with new layouts and themes Use tables to quickly organize your content Insert automated footnotes, captions, references, and tables of contents Easily manage changes from everyone who reviews your documents Print documents and create easy-to-share PDFs Store, work with, and share your documents on the Web

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 2010 FOR DUMMIES Wallace Wang.2010-06-01 Market_Desc: Why this topic is hot: Microsoft Office is the industry standard for Office Productivity suites, holding approximately 90% of the market for Windows-based productivity suites. Since its launch there have been more than 120 million licenses of Microsoft Office 2007 sold -- including a significant international presence; 35 language specific versions are distributed worldwide. Who we are targeting: New users, intermediate users, and experienced users who need to learn how to harness the power of Microsoft Office, and its newest features, quickly and easily so that they can spend more time working on their projects and less time figuring out how to use the Office applications. Special Features: Previous Version: Office 2007 For Dummies ISBN: 9780470009239 Proven track record. For more than fifteen years millions of readers worldwide have turned to Office For Dummies to help them tame this complicated suite of applications. Fully updated. This new edition has approximately 30-40% new content covering the latest updates and enhancements made to Microsoft Office. Published in conjunction with the release of the next version of Microsoft Office, which Microsoft is projected to launch in Q2 2010. Covers the five main Office applications: (1) Working with Word (2) Playing the numbers with Excel (3) Making presentations with PowerPoint (4) Getting organized with Outlook and (5) Storing data in Access. Written by veteran technology author Wallace Wang who has written more than 20 For Dummies titles, which account for more than 2.5 million books in print. About The Book: What the book covers: Microsoft Office basics, typing and formatting text in Word, spicing up your documents, navigating an Excel spreadsheet, editing a spreadsheet, creating formulas, charting and analyzing data, creating a PowerPoint presentation, adding color, sound, and pictures to a presentation, configuring e-mail with Outlook, storing contacts and organizing tasks, scheduling your time and setting appointments, designing an Access database, editing and modifying a database, searching, sorting, and querying a database, viewing and printing reports, and more. Series features: Information presented in the straightforward but fun language that has defined the Dummies series for more than eighteen years.

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