

Go With Microsoft Office 2010 Volume 1

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Microsoft Office 2010 on demand is the perfect hands on guide for every advanced beginner to intermediate level user who wants to make the most of the new Office 2010 like every on demand book it teaches visually using an easy friendly full color format designed to show how instead of telling how but that's not all this book combines step by step training with quick reference

material you can rely on long after you've mastered core skills provides easy to follow task based coverage in which most tasks are only one or two pages provides additional end of chapter workshops and online resources for readers who prefer to learn through hands on projects contains practical troubleshooting help presents a detailed list of new features indexed to where they are covered covering everything needed to pass the new mcas and mcap exams this book offers tightly focused coverage of office 2010's core features and techniques and powerful new enhancements such as the updated customizable ribbon and new backstage full screen options menu vastly improved image and illustration tools live preview for tasks like paste insert or theme change improved integration with sharepoint services windows live and office apps simply put no other book offers office 2010 users this much simplicity usable content flexibility and value less reading more learning quick reference plus complete step by step training in an easy full color format includes bonus online workshop content for hands on learners covers the hottest new features in word excel powerpoint outlook access and publisher covers all material needed to pass the mcas mcap office 2010 exams

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this microsoft office 2010 text introduces students to the various applications included in microsoft office the program is based upon the same curriculum as the microsoft office specialist exam to build the skills students need to succeed at work the microsoft official academic courseware moac office 2010 series is the only official academic course program automated grading

via officegrader saves instructors time and enables consistent grading furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application additional projects throughout the book help users comprehend how a task is applied on the job officegrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key office tasks provides additional help on difficult topics

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feedback on all homework assignments and projects and additional animated tutorials on key office tasks provides additional help on difficult topics

this book is a practical step by step guide to getting started with microsoft office 2010 you ll learn how to create and edit essential office files documents spreadsheets presentations and more quickly and efficiently you ll also learn about all of the new updates included with office 2010 collaborate on projects in the cloud and access your files from virtually anywhere with beginning microsoft office 2010 you ll take a hands on approach to learning everything new and old that the world s most popular productivity software suite has to offer get started with office 2010 basics create store and share office documents use shared office tools both online and offline how to keep e mail contacts appointments notes and tasks organized

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