

THE EXPERT'S VOICE® IN OFFICE

Beginning Microsoft Office 2010

*Master the most useful features of Word, Excel,
PowerPoint, Outlook, and OneNote*

Guy Hart-Davis

Apress®

Beginning Microsoft Office 2010



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This book is dedicated to the memory of Mark Linkous.

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About the Author



■ **Guy Hart-Davis** is the author of more than 60 computer books on subjects that range from Microsoft Office to programming Visual Basic for Applications and networking both PCs and Macs.

About the Technical Reviewers



■ **Greg Kettell** is a professional software engineer with a diverse career that has covered everything from game programming to enterprise business applications. He has written and contributed to several books about software applications, operating systems, web design, and programming. Greg, his wife Jennifer, and their two children currently reside in upstate New York.



■ **Edward Mendelson** has been a contributing editor of PC Magazine since 1988, and has written about every version of Microsoft Office released in the past twenty years. When he is not writing about computers, he is a professor of English at Columbia University.

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Introduction

Do you need to get your work done with the Office programs—smoothly, easily, and quickly?
If so, you’ve picked up the right book.

Who Is This Book For?

This book is designed to help beginning and intermediate users get up to speed quickly with the Office 2010 programs and immediately become productive with them.

If you need to learn to use Word, Excel, PowerPoint, Outlook, and OneNote to accomplish everyday tasks, at work or at home, you’ll benefit from this book’s focused approach and detailed advice. You can either start from the beginning of the book and work through it, or use the Table of Contents or the Index to find the topic you need immediately, and then jump right in there.

What Does This Book Cover?

This book contains six parts that cover the shared Office features and the five leading programs.

Part I of the book brings you up to speed with the common features that the Office programs share:

- Chapter 1, “Getting Started with Office 2010,” introduces you to the five main Office programs—Word, Excel, PowerPoint, Outlook, and OneNote—and what you can do with them. You’ll learn how to open and close the programs; you’ll meet key features such as the Ribbon and Backstage; and you’ll create, save, close and reopen documents.
- Chapter 2, “Head in the Cloud: Experiencing Software as a Service,” tells you what you need to know about the Office Web Apps—the online versions of Word, Excel, PowerPoint, and OneNote—and explains how software as a service works. You’ll find out how to get a Windows Live ID, how to start using the Office Web Apps, and how to transfer documents to and from the SkyDrive storage system.
- Chapter 3, “Learning Common Tools Across the Office Suite,” shows you how to control the Office programs using the Ribbon and how to access Backstage and use its document-management features. It also explains Office’s common ways of sharing a document with others, how to make the most of the AutoCorrect and AutoFormat features, and how to use the Spelling checker and Grammar checker. You’ll also learn how to print documents.
- Chapter 4, “Working with Text and Graphics,” shows you how to do everything from entering text (using the keyboard or other means) to creating tables and adding graphical objects such as pictures, shapes, and diagrams. Along the way,

you'll learn how to work with Cut, Copy, and Paste, and how to use the Find and Replace features.

- Chapter 5, “Customizing Office to Suit You,” walks you through customizing the Quick Access Toolbar, the Ribbon, and the status bar to make them show the commands and information you need. You'll also learn how to set essential options in the programs, such as the General options and the Save options.

Part II of the book covers using Microsoft Word, the powerful word processing program:

- Chapter 6, “Entering Text and Using Views,” shows you how to enter text quickly in Word documents, how to select text in advanced ways with the mouse and the keyboard, how to move around your documents, and how to tell Word where to find your custom templates. You'll also learn to create custom keyboard shortcuts, create backup documents automatically, and to make the most of Word's five different views of a document.
- Chapter 7, “Adding Style: Formatting Your Documents,” teaches you the right way to format a document quickly and consistently by using styles rather than by applying direct formatting bit by bit. It also shows you how to get around your documents by using the Navigation pane and the Find feature, and how to harness the power of the Replace feature.
- Chapter 8, “Creating Complex Documents and Layouts,” explains how to break a document into multiple sections; how to add headers, footers, and page numbers; and how to create newspaper-style columns of text. You'll learn to use bookmarks and cross-references, develop your documents using Word's powerful Outline view, and add footnotes and endnotes to your documents.
- Chapter 9, “Revising and Reviewing Documents,” covers how to use Word's features for working with your colleagues on documents. You'll learn how to edit a document either simultaneously or separately, how to use the Track Changes feature to mark revisions, and how to integrate changes into a document. You'll also see how to add comments to a document, compare two documents that contain untracked changes, and how to recover an old version of a document after the current version suffers a mishap.
- Chapter 10, “Printing, Finalizing, and Sharing Documents,” shows you how to print an entire document or just parts of it, with or without markup, and how to print markup without the document. You'll also learn how to remove sensitive information from documents, apply any restrictions needed, and mark them as final.

Part III teaches you to create spreadsheets and charts with Excel:

- Chapter 11, “Creating Workbooks and Entering Data,” covers creating different types of workbooks in Excel and entering data in them. You'll learn how to navigate the Excel interface, use workbooks and worksheets, and use Excel's assorted views and features to see the data you need.
- Chapter 12, “Formatting Your Worksheets,” explains how to insert, delete, and format rows and columns in worksheets; how to format cells and ranges; and how to use the advanced conditional-formatting and data-validation features to identify unusual values or erratic input. This chapter also shows you how to use table formatting and styles, how to add headers and footers to worksheets, and how to share workbooks effectively with your colleagues.