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Microsoft®
Office 2010
FOR
DUMMIES®

Learn to:

- Use Word, Excel, PowerPoint, Outlook, and Access
- Create great documents and slide show presentations
- Edit spreadsheets, create formulas, and analyze data
- Configure e-mail settings, manage your calendar, and design Access databases

Wallace Wang

Author of Office 2007 For Dummies®



Office 2010 For Dummies®

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About the Author

In case you're reading this biography, wondering who wrote this book, the answer is simple. I did.

If that simple statement doesn't satisfy your curiosity, you might like to know that I've written several dozen computer books, most of which are out of print (unless someone still wants a book teaching them about the joys of Turbo Pascal programming or how to write macros in WordPerfect 5.0 for DOS).

Besides writing books on obsolete computer topics, I've also written books about the Macintosh, computer hackers, real estate investing, stock market day trading, computer programming, the iPhone, the iPad, and breaking into acting. I enjoy writing about different topics just to keep myself amused and learn something new each time. Otherwise if I let my mind stagnate, I might wind up believing what left and right wing extremists try to tell me.

Dedication

This book is dedicated to all those happy Microsoft Office users who suddenly find themselves trying to figure out Microsoft's latest incarnation without losing their mind and going completely crazy in the process. If you find Microsoft Office 2010 confusing, relax. It's not your fault, it's Microsoft's fault for piling on features and then burying once-familiar commands behind a new user interface that's designed to be easier to use, but which often just winds up being harder to use.

Remember, you're not alone in your suffering trying to master Microsoft Office, and with the help of this book, you can learn what you need to know and start doing something productive right away. For putting up with all of Microsoft's quirks and nuisances, this book is dedicated to every Microsoft Office user in the world.

Author's Acknowledgments

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Introduction

Welcome to the most popular office productivity software in the world. If you're already familiar with Microsoft Office 2007, you'll find that the new Microsoft Office 2010 is familiar enough to use right away with minimal training, but comes jam-packed with additional features to make Office even more useful than ever before. If you've been using a much older version of Office such as Office 2003 or earlier, you'll find Office 2010 to be a radical leap forward in both features and its new user interface.

Like most software, the real challenge is figuring out where to find the commands you need to do something useful. While this book won't turn you into a Microsoft Office 2010 expert overnight, it will give you just enough information so you can feel confident using the new Office 2010 and get something done quickly and easily.

In this book, you find out how to master the "Ribbon" user interface along with discovering the dozens of new features that Microsoft added to Office 2010. More important, you find a host of shortcuts and tips to help you work faster and more efficiently than ever before. Whether you rely on Word, Excel, PowerPoint, Access, or Outlook, you're sure to glean something new from this book to help you master Office 2010 on your own computer.

Who Should Buy This Book

This book is targeted toward three distinct groups. First, there are the people already familiar with Microsoft Office 2007 who want to catch up with the new features of Office 2010. For these people, this book can serve as a handy reference to finding out how to use the latest features.

Second, there are people upgrading from an older version of Microsoft Office, such as Office 2003 or Office XP. For these people, this book can serve as a gentle guide to help you make the transition from traditional pull-down menus to the new “Ribbon” user interface.

Finally, there might be people who may have rarely (if ever) used any version of Microsoft Office at all. For those people, this book can serve as a guide through word processing (Microsoft Word), number calculations (Microsoft Excel), presentations (Microsoft PowerPoint), database management (Microsoft Access), and managing your personal resources like time, appointments, and e-mail (Microsoft Outlook).

No matter how much (or how little) you may know about Microsoft Office, this book can show you how to use the most common and most useful features of Office 2010 so you can start being productive right away.

How This Book Is Organized

To help you find what you need, this book is organized into parts where each part covers a different program in Office 2010.

Part I: Getting to Know Microsoft Office 2010

To use Microsoft Office 2010, you need to know how to find the commands you need. This part of the book focuses on showing you how to use the Ribbon user interface that appears in all Office 2010 programs. By the time you finish this part of the book, you'll feel comfortable using any program in Office 2010.

Part II: Working with Word

Word processing is the most popular use for Office 2010, so this part of the book explains the basics of using Word. Not only will you find out how to create and save different types of documents, but you'll also master different ways to alter text, such as using color, changing fonts, adding headers and footers, checking spelling and grammar, and printing your written masterpiece so it looks perfect.

Part III: Playing the Numbers with Excel

If you need to manipulate numbers, you need Microsoft Excel. This part of the book explains the three basic parts of any spreadsheet, how to format data, how to create formulas, and how to create different types of charts to help you visualize what your spreadsheet numbers really mean. Not only will you discover how to calculate and “crunch” numbers, but you'll also find how to analyze the results and turn them into eye-catching

charts to help you understand trends that may be buried within your data. If you want to find out how to use Microsoft Excel to create, format, and display spreadsheets, this is the part of the book for you.

Part IV: Making Presentations with PowerPoint

Throw away your overhead transparencies and clumsy whiteboard and pads of paper. If you need to give a presentation to a large group, you need to know how to create colorful and visually interesting presentations with PowerPoint instead. With PowerPoint, you can organize a presentation into slides that can display text, pictures, animation, and even video. By mastering PowerPoint, you can create presentations that grab an audience's attention and emphasize the points you want to make while holding their interest at the same time.

Part V: Getting Organized with Outlook

Almost nobody feels that they have enough time to stay organized, so this part of the book explains why and how to use Microsoft Outlook. With Outlook, you can read, sort, and write e-mail, keep track of appointments, store names and addresses of your most important contacts, and even organize your daily to-do tasks. By using Outlook to manage your busy schedule, you can turn your computer into a personal assistant to make you more productive than ever before.

Part VI: Storing Stuff in Access

If you need to store large amounts of information, such as tracking inventories, organizing customer orders, or storing names and addresses of prospective customers, you may need to use a database program like Microsoft Access. In this part of the book, you see how to use Access to store, retrieve, sort, and print your data in different ways. With Access able to slice and dice your information, you can better analyze your data to understand how your business really works.

Part VII: The Part of Tens

Almost every program offers multiple ways of accomplishing the same task, and Office 2010 is no exception. After you get familiar with using Office, take a peek in this part of the book to read about different types of shortcuts you can use to work with Office even faster than before. By the time you get to this part of the book, you'll be much more comfortable using Office 2010 so you can feel comfortable exploring and experimenting with different features on your own.

How to Use This Book

Although you can just flip through this book to find the features you need, browse through Part I for a quick refresher (or introduction) to the Office 2010 user interface Ribbon. After you understand the basics of using this new Ribbon user interface, you'll be able to master any Office 2010 program in no time.