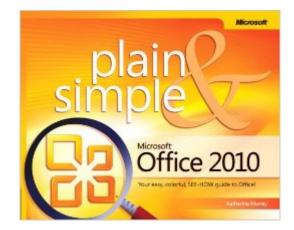# Microsoft Office 2010 Plain & Simple

Synopsis

Get the fast facts that make learning Office 2010 plain and simple! This colorful, no-nonsense guide uses easy-to-follow steps and screenshots, and clear, concise language to show the simplest ways to get things done with Microsoft Word, Excel®, Outlook®, PowerPoint®, Access®, Publisher, and OneNote®. Here's WHAT You'll LearnCreate documents, Web pages, and other publications Organize your e-mail, calendar, contacts and tasks Build spreadsheets to analyze and visualize data Set up a simple database Capture notes with ink, voice or text Here's HOW You'll Learn ItJump in wherever 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 you apply what you learn right away   From Inside the Book:

Book Information

Series: Plain & Simple

Paperback: 384 pages

Publisher: Microsoft Press; 1 edition (July 4, 2010)

Language: English

ISBN-10: 0735626979

ISBN-13: 978-0735626973

Product Dimensions: 7.3 x 0.8 x 9.1 inches

Shipping Weight: 2 pounds (View shipping rates and policies)

Average Customer Review: 4.1 out of 5 stars See all reviews (121 customer reviews)

Best Sellers Rank: #299,036 in Books (See Top 100 in Books)   #130 in Books > Computers & Technology > Software > Suites   #218 in Books > Computers & Technology > Software > Microsoft > Microsoft Office   #1591 in Books > Computers & Technology > Computer Science

Customer Reviews

Like the other reviewers have said up to this point this is a great book. As the cover say it is Plain and Simple. So if you're looking for something that will teach you Microsoft Office inside out then you should look to another book. This book will help you to get a basic understanding of how to use each of the Office Professional 2010 applications. There is more emphasis placed on Word, Excel and power-point than the rest. The other programs Outlook, Publisher, One-note, Access and just a general overview of how the programs work together compose the lesser portion of the book. I think that it gives and adequate coverage of the applications.I Enjoy the very colorful pages that it has. It helps to make the learning go by faster. Basically the book is screen shots bullet points showing you

exactly how to do things. If you are new to any of the programs you could get this book and it will help you have a good enough knowledge to increase your productivity. I have never used outlook before and this worked it out beautifully. I got my emails all set up and and my schedule all good. This program has wonderful organization helps and it looks beautiful too.Pros:Very colorful, pictures and great labeling.Simple well thought-out explanations on how to do basic, commonly used tasks in all the Microsoft office professional edition.Good index and table of contents helps user to quickly locate what they want when they want.Overall book flow is great.Book can be read from start to finish or picked up in selected locations so that the user can understand virtually any part without reading what has came before it.Great price for what you get.Cons:Possibly too brief of an overview for some of the programs.

I borrowed this book at my public library and liked it so much at the current price on that I bought my own copy. Microsoft Office 2010 Plain & Simple enhances the suite. The built-in and online Help systems and the many online help forums available for Office 2010 are great resources for figuring out the minutiae of the software, but this manual gives you the essential overview that you miss unless you spend a lot of relatively inefficient time exploring the "Getting Started" section of the built-in Help system, something I rarely do.PROS:Shows you how to use the programs in your Office 2010 suite and demonstrates features you didn't even know you wanted until the book highlighted them for you. Shows you how the programs in your suite interact with one another. There's a reason it's designed as a suite, but some folks never move beyond using limited features and programs in isolation. Has lots of tips and tricks to speed your work and make your Office 2010 output grab the viewer's eye.Has labeled color illustrations showing exactly how to quickly locate and execute the command sequence being discussed, as you can see from 's illustrations from the book. I hate it when other software instructions tell me to click this or click that, when the main problem is that I can't find what I'm supposed to click in the software. Extremely aggravating! That doesn't happen with this book,Pitched at just the right level. Doesn't talk down to the reader and assume someone new to computers or Windows, but also doesn't assume Office expertise. Avoids the annoying, distracting humor(??) of some other third-party software help manuals. Has a detailed Index in the back.

Microsoft Office 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) Microsoft Office 2010: Introductory (Shelly Cashman Series Office 2010) Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version + MindTap Computing, 1

term (6 months) Printed Access Card ... Office 365 & Office 2016: Introductor Microsoft Office 2010 Plain & Simple Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book New Perspectives on Microsoft Office 2010, Second Course (SAM 2010 Compatible Products) 10 Tips in 10 Minutes using Microsoft Outlook 2010 (Tips in Minutes using Windows 7 & Office 2010 Book 6) Microsoft Excel 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) Zeitmanagement mit Microsoft Office Outlook, 8. Auflage (einschl. Outlook 2010): Die Zeit im Griff mit der meistgenutzten BÃ rosoftware - Strategien, Tipps ... (Versionen 2003 - 2010) (German Edition) Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013) Microsoft Outlook 2010 Plain & Simple Microsoft PowerPoint 2010 Plain & Simple Bundle: New Perspectives on Microsoft Project 2010: Introductory + Microsoft Project 2010 60 Day Trial CD-ROM for Shelly/Rosenblatt's Systems Analysis and Design Microsoft Office 2016: A Beginner's Guide to Microsoft Office New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition (Microsoft Office 2013 Enhanced Editions) Documents, Presentations, and Workbooks: Using Microsoft Office to Create Content That Gets Noticed- Creating Powerful Content with Microsoft Office Microsoft Word 2010: Comprehensive (SAM 2010 Compatible Products) Microsoft Access 2010: Comprehensive (SAM 2010 Compatible Products) Microsoft Office 2010, Introductory with Access Code [With DVD] (Shelly Cashman) New Perspectives on Microsoft Access 2010, Comprehensive (New Perspectives Series: Individual Office Applications)