



# Microsoft Office 2010 Demystified

*Karin Rex*

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**It's EASIER than ever to get started with Microsoft Office 2010!**

Navigate your way around the Microsoft Office 2010 suite without getting lost in too many details. *Microsoft Office 2010 Demystified* shows you the ropes and explains the new, handy, and most popular functions of each application.

Written in a step-by-step, tutorial format, this practical guide begins with an overview of the suite and the universal features that can be used in all of the individual programs. Then, you'll drill down into the specifics of Word, Excel, PowerPoint, Outlook, and Access. Detailed explanations and screenshots make it easy to understand the material, and end-of-chapter quizzes and a final exam help reinforce key concepts.

***It's a no-brainer! You'll learn how to:***

- Create great-looking Word documents
- Crunch numbers and get graphical in Excel spreadsheets
- Develop persuasive PowerPoint presentations
- Manage your email, tasks, calendar, and contacts with Outlook
- Build and manage Access databases

*Simple enough for a beginner, but challenging enough for an advanced student, **Microsoft Office 2010 Demystified** helps you master this powerful suite of applications.*

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