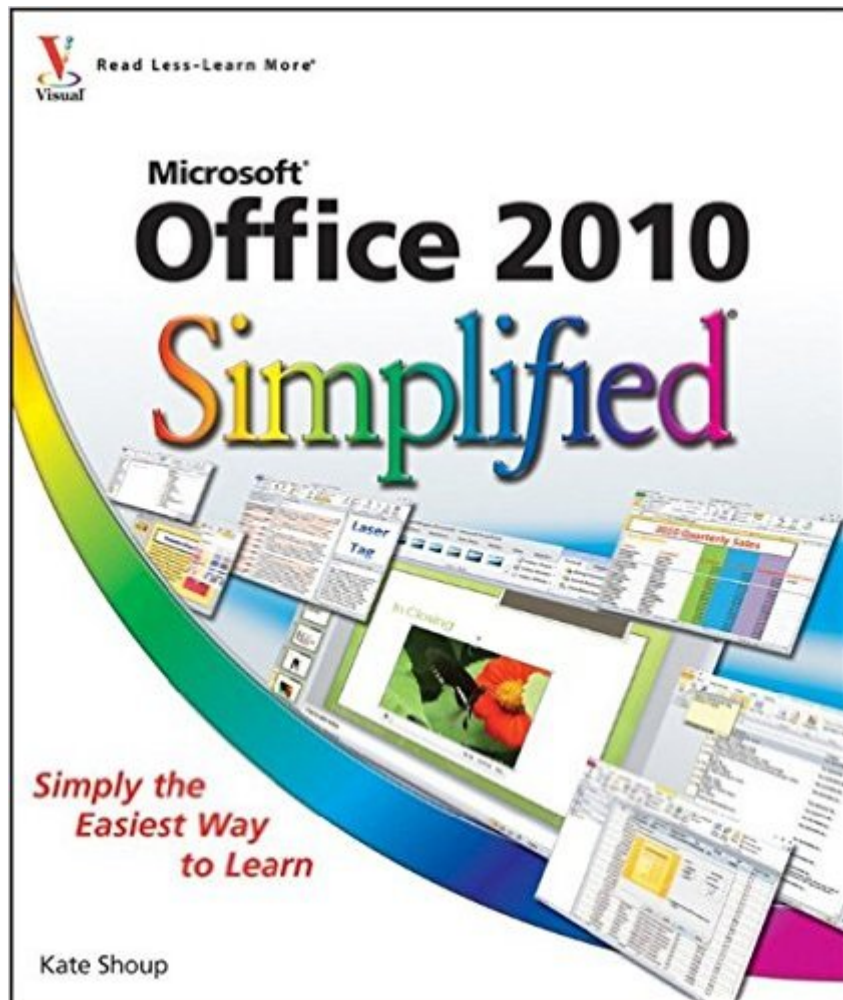


The book was found

# Office 2010 Simplified



## Synopsis

A clear, visual way to learn Office 2010 quickly and easily If you're looking for a way to get up to speed quickly on the newest version of Microsoft Office, these 400 pages of step-by-step instructions and full-color screen shots make it easy. Office 2010 has new features and tools to master, and whether you're upgrading from an earlier version or encountering the Office applications for the first time, you'll appreciate this simplified approach. This easy-to-follow guide covers Word, Excel, PowerPoint, Outlook, and Publisher. Microsoft Office holds more than 90 percent of the market for Windows-based productivity suites. More than 90 percent of Windows users use Microsoft Office This guide covers all the Office applications: Word, Excel, PowerPoint, Outlook, and Publisher Designed for people who learn best visually, with step-by-step instructions illustrated with full-color screen shots throughout Revamped interior design makes it even easier to find and understand information Teaches dozens of common Office tasks Office 2010 Simplified makes this technology easy to understand, even for those who are completely new to computers.

## Book Information

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Average Customer Review: 4.4 out of 5 stars [See all reviews](#) (45 customer reviews)

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## Customer Reviews

I am a advocate user of Microsoft Office. Just recently upgraded from 2003 to 2010. I was really confused the first day I start using 2010, the ribbon was sorta of overwhelming. So i went and got a copy of this book from the library and boy am I glad I did. I love the pictures and the step by step instructions. Learned so much the first day I picked it up, like how to view multiple screens and office live workspace. Now I am buying the book off of [Amazon](#) to continue learning but have it as a

reference book later. Get this book I promise you want be disappointed.

Would recommend this book over the same book, "Teach Yourself VISUALLY Office 2010," simply because "Office 2010 Simplified" is in a larger format with a larger font size.

I like the book because it gives you pictures along with the instructions. Also, it gives the illustrations of what to do in different colors so you can see it more clearly.

The first good computer textbook that I have encountered. Look up a problem and it's mentioned in the book. Explanation are clear, detailed and easy to follow. The same goes for Windows 7 Simplified.

Excellent resource to learn to navigate Office 2010. Easy to read, easy to follow. I've already learned lots of tips. Highly recommend.

In upgrading from MS Office 2003 to 2010, I was hit with programs that I had no idea how to use. I wanted the cheapest instruction I could find, that would be helpful. This book is it. It's clearly written and illustrated. I'm very happy with it.

I have used this style of teaching for some time and find these instruction books to be the best, at least for me. I am actually able to accomplish something and keep it by my computer at all times as a reference book. Great buy at a great price. Thank you .

This really worked for me. I first rented it from the local library, I kept renewing it. Then I said to myself just buy it. It is very helpful to me. (My Bible) to refer to. I knew nothing about any Microsoft Office, this is the latest version and I'm told it's updated, 100% easier than previous versions. There are more detailed, per program books similar to this that go into Microsoft Office Excel, PowerPoint, Word, etc etc.....

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