



# Office 2010 For Dummies

*Wallace Wang*

Download now

[Click here](#) if your download doesn't start automatically

# Office 2010 For Dummies

Wallace Wang

**Office 2010 For Dummies** Wallace Wang

**The latest edition of one of the bestselling Microsoft Office books of all time!**

Spend less time figuring out Word, Excel, PowerPoint, Outlook, and Access and more time working on actual projects with this new edition of *Office 2010 For Dummies*. Filled with straightforward, friendly instruction, this book gets you thoroughly up to speed, and it actually makes doing Office work fun!

First learn all the basics, then how to add more bells and whistles, including how to spice up your Word documents, edit Excel spreadsheets and create formulas, add sound to your PowerPoint presentation, and much more.

- Helps you harness the power of Microsoft Office 2010 and all of its new functionality; the book covers Word, Excel, PowerPoint, Outlook, and Access
- Explains and instructs in the straightforward, friendly, For Dummies style that makes instruction more accessible and skill-building easier
- Covers typing and formatting text in Word and spicing up your documents
- Shows you how to navigate and edit an Excel spreadsheet, create formulas, and chart and analyze Excel data
- Demonstrates how to create a PowerPoint presentation and add color, sound, and pictures
- Explores Outlook, including configuring e-mail, storing contacts, organizing tasks, scheduling your time, and setting appointments
- Delves into designing Access databases, including editing, modifying, searching, sorting, and querying; also covers viewing and printing reports, and more

Be ready to take full advantage of Microsoft Office 2010 with this fun and easy guide.

 [Download Office 2010 For Dummies ...pdf](#)

 [Read Online Office 2010 For Dummies ...pdf](#)

## **Download and Read Free Online Office 2010 For Dummies Wallace Wang**

---

### **From reader reviews:**

#### **Melanie Ratcliff:**

The book Office 2010 For Dummies can give more knowledge and also the precise product information about everything you want. So just why must we leave a very important thing like a book Office 2010 For Dummies? Wide variety you have a different opinion about reserve. But one aim this book can give many info for us. It is absolutely suitable. Right now, try to closer with your book. Knowledge or details that you take for that, you can give for each other; it is possible to share all of these. Book Office 2010 For Dummies has simple shape but the truth is know: it has great and large function for you. You can look the enormous world by available and read a guide. So it is very wonderful.

#### **Marie Heidelberg:**

The ability that you get from Office 2010 For Dummies may be the more deep you rooting the information that hide inside the words the more you get enthusiastic about reading it. It doesn't mean that this book is hard to recognise but Office 2010 For Dummies giving you thrill feeling of reading. The article author conveys their point in selected way that can be understood by anyone who read the item because the author of this book is well-known enough. This book also makes your current vocabulary increase well. Therefore it is easy to understand then can go with you, both in printed or e-book style are available. We propose you for having this kind of Office 2010 For Dummies instantly.

#### **Amanda Lara:**

Information is provisions for those to get better life, information today can get by anyone at everywhere. The information can be a understanding or any news even a problem. What people must be consider when those information which is inside former life are challenging be find than now's taking seriously which one is acceptable to believe or which one the particular resource are convinced. If you find the unstable resource then you have it as your main information there will be huge disadvantage for you. All those possibilities will not happen in you if you take Office 2010 For Dummies as your daily resource information.

#### **Richard Cary:**

Do you have something that you enjoy such as book? The e-book lovers usually prefer to select book like comic, limited story and the biggest some may be novel. Now, why not hoping Office 2010 For Dummies that give your satisfaction preference will be satisfied simply by reading this book. Reading practice all over the world can be said as the method for people to know world much better then how they react to the world. It can't be explained constantly that reading addiction only for the geeky man but for all of you who wants to become success person. So , for all of you who want to start reading as your good habit, you could pick Office 2010 For Dummies become your own starter.

**Download and Read Online Office 2010 For Dummies Wallace  
Wang #RB0OPMFK3IC**

## **Read Office 2010 For Dummies by Wallace Wang for online ebook**

Office 2010 For Dummies by Wallace Wang Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Office 2010 For Dummies by Wallace Wang books to read online.

### **Online Office 2010 For Dummies by Wallace Wang ebook PDF download**

**Office 2010 For Dummies by Wallace Wang Doc**

**Office 2010 For Dummies by Wallace Wang Mobipocket**

**Office 2010 For Dummies by Wallace Wang EPub**