

Kate Shoup

SIMPLY OFFICE 2010

- ✓ Step-by-step introduction to Office 2010
- ✓ Concise, jargon-free instructions
- ✓ Packed with screenshots in full-colour



Make It Simple For Yourself

Simply Office 2010

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Simply Office 2010

by Kate Shoup



First published under the title Office 2010
Simplified,
ISBN 978-0-470-57194-1 by Wiley Publishing, Inc.
10475 Crosspoint Boulevard, Indianapolis, IN 46256

Copyright © 2010 by Wiley Publishing, Inc.,
Indianapolis, Indiana

This edition first published 2010.

Copyright © 2010 for the EMEA adaptation: John
Wiley & Sons, Ltd.

Registered office

John Wiley & Sons Ltd, The Atrium, Southern Gate,
Chichester, West Sussex, PO19 8SQ, United
Kingdom

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ISBN: 978-0-470-71129-3

A catalogue record for this book is available from the British Library.

Printed in Italy by Printer Trento

Publisher's Acknowledgements

Editorial and Production

VP Consumer and Technology Publishing

Director: Michelle Leete

Associate Director - Book Content

Management: Martin Tribe

Associate Publisher: Chris Webb

Executive Commissioning Editor: Birgit Gruber

Publishing Assistant: Ellie Scott

Production Manager: Amie Jackowski Tibble

Project Editor: Juliet Booker

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Marketing:

Senior Marketing Manager: Louise Breinholt

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Composition Services:

Layout: Andrea Hornberger

Indexer: Potomac Indexing, LLC

Series Designer: Patrick Cunningham

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(she was once nationally ranked), read and ride her motorcycle – and she plays a mean game of nine-ball. Kate lives in Indianapolis with her daughter and their dog.

How to Use This Book

Do you look at the pictures in a book or magazine before anything else? Would you rather be shown instead of read about how to do something? Then this book is for you. Opening *Simply Office 2010* allows you to read less and learn more about the Windows operating system.

Who Needs This Book

This book is for a reader who has never used this particular technology or application. It is also for more computer literate individuals who want to expand their knowledge of the different features that Windows has to offer.

Using the Mouse

This book uses the following conventions to describe the actions you perform when using the mouse:

Click

Press your left mouse button once. You generally click your mouse on something to select something on the screen.

Double-click

Press your left mouse button twice. Double-clicking something on the computer screen generally opens whatever item you have double-clicked.

Right-click

Press your right mouse button. When you right-click anything on the computer screen, the program displays a shortcut menu containing commands specific to the selected item.

Click and Drag, and Release the Mouse

Move your mouse pointer and hover it over an item on the screen. Press and hold down the left mouse button. Now, move the mouse to where you want to place the item and then release the button. You use this method to move an item from one area of the computer screen to another.

The Conventions in This Book

A number of typographic and layout styles have been used throughout *Simply Office 2010* to distinguish different types of information.

Bold

Bold type represents the names of commands and options that you interact with. Bold type also indicates text and numbers that you must type into a dialog box or window.

Italics

Italic words introduce a new term and are followed by a definition.

Numbered Steps

You must perform the instructions in numbered steps in order to successfully complete a section and achieve the final results.

Bulleted Steps

These steps point out various optional features. You do not have to perform these steps; they simply give additional information about a feature. Steps

without bullets tell you what the program does in response to your following a numbered step. For example, if you click a menu command, a dialog box may appear or a window may open. The step text may also tell you what the final result is when you follow a set of numbered steps.

Notes

Notes give additional information. They may describe special conditions that may occur during an operation. They may warn you of a situation that you want to avoid – for example, the loss of data. A note may also cross reference a related area of the book. A cross reference may guide you to another chapter or another section within the current chapter.

Icons and buttons

Icons and buttons are graphical representations within the text. They show you exactly what you need to click to perform a step.

You can easily identify the tips or warnings in any section by looking for the Tip and Warning icons. Tips offer additional information, including tips, hints, and tricks. You can use the tip information to go beyond what you have learned in the steps. Warnings tell you about solutions to common problems and general pitfalls to avoid.

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Part I: Office Features

In Office 2010, the applications share a common look and feel. You can find many of the same features in each program, such as the Ribbon, the Quick Access toolbar, various program window controls and the File tab. Many of the tasks you perform in Office, such as

creating new files, opening existing files, working with text and data in files, saving files, printing files and executing commands, involve similar processes and features throughout the Office suite. In this part, you learn how to navigate the common Office features and perform basic Office tasks.

Chapter 1 Office Basics

Chapter 2 Working with Files

Chapter 3 Office Graphics Tools

Chapter 1: Office Basics

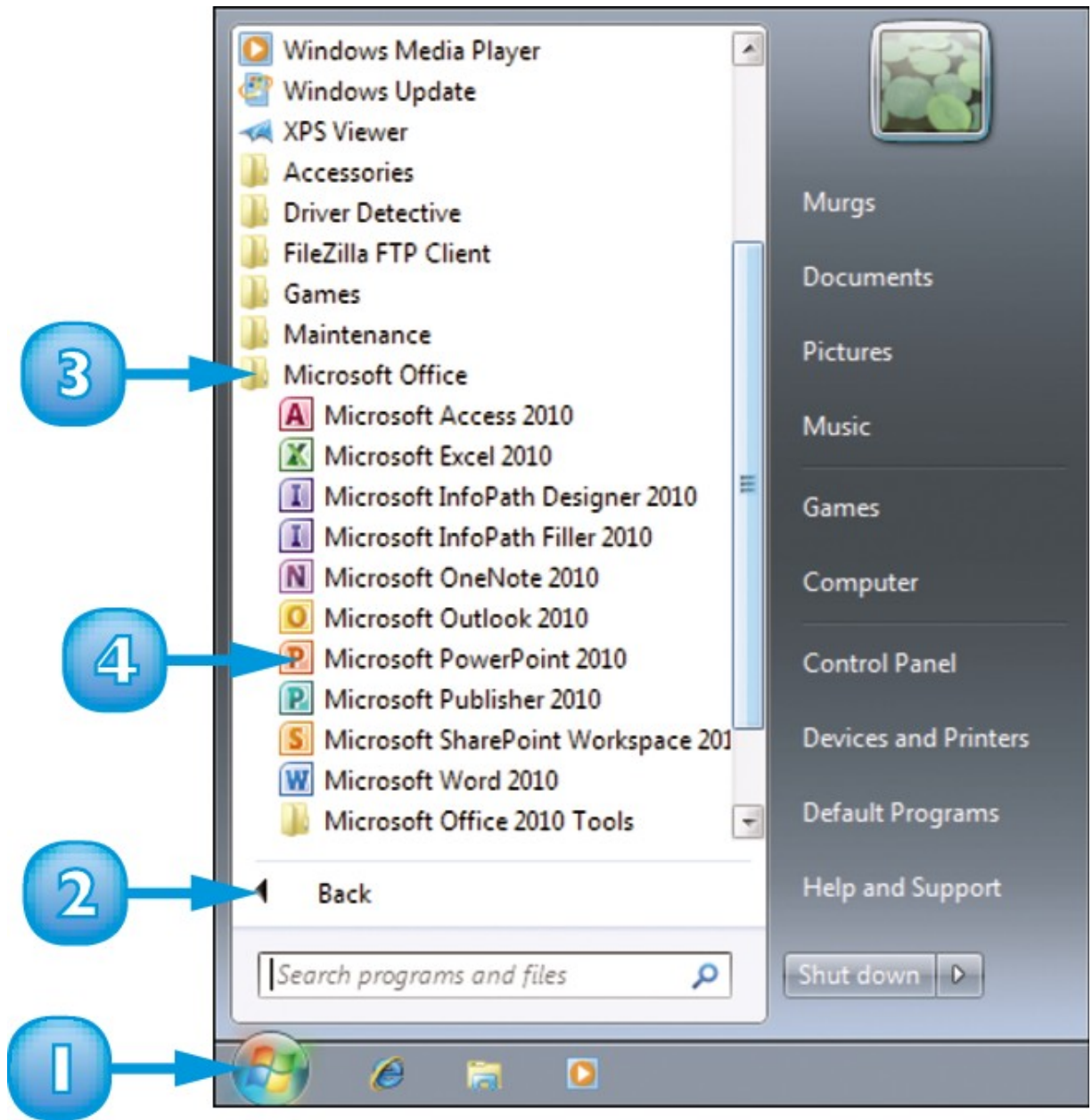
Start and Exit Office Applications

Before you can begin working with a Microsoft Office application, also called a program, you must open the application.

There are a few ways to start an application. One is to launch it from the Start menu, as described in this task. Another is to double-click the program's shortcut icon on the desktop.

When you finish your work, you can close the program. If applicable, you can save your work before exiting a program completely.

Start an Office Application



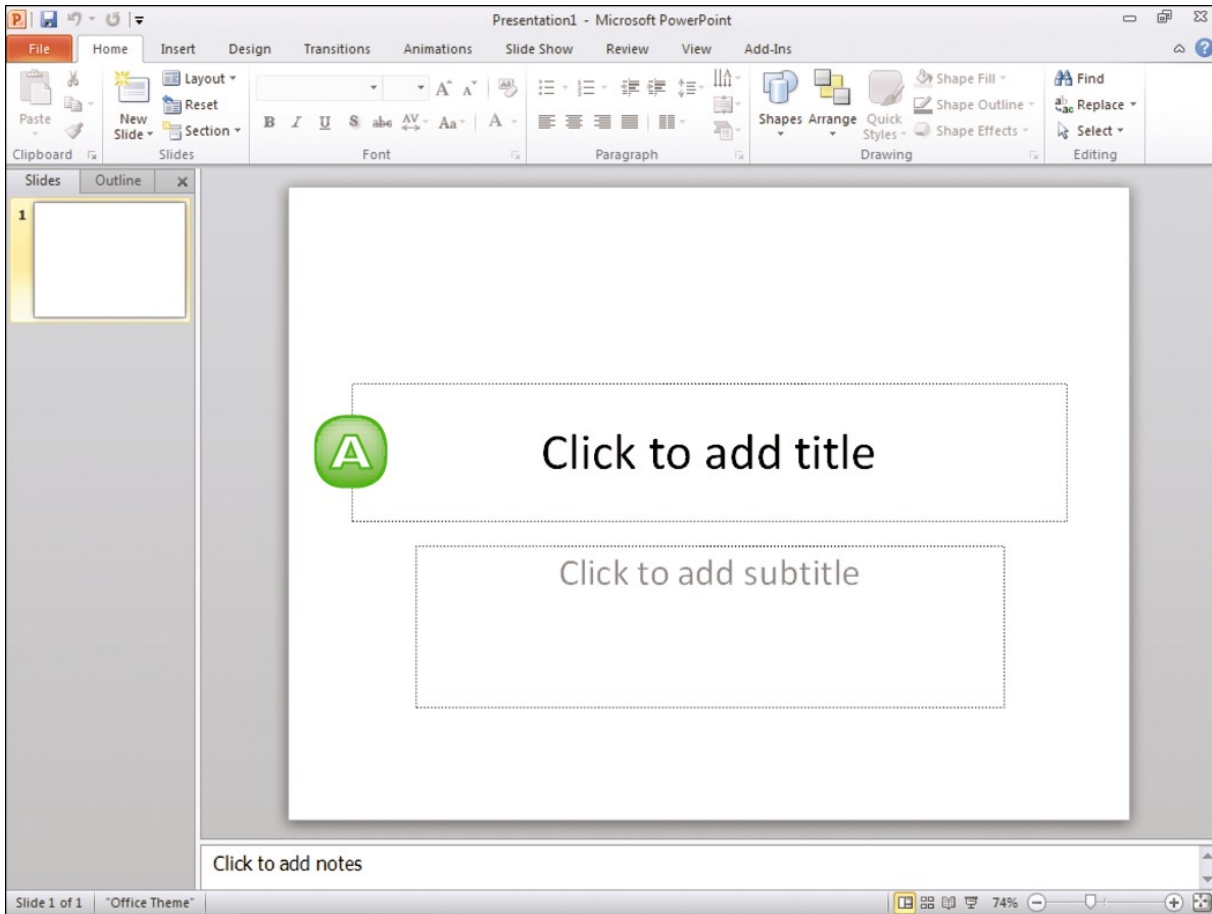
1 Click **Start**.

2 Click **All Programs**.

Note: The All Programs menu option changes to a Back menu option.

3 Click **Microsoft Office**.

4 Click the name of the program that you want to open.

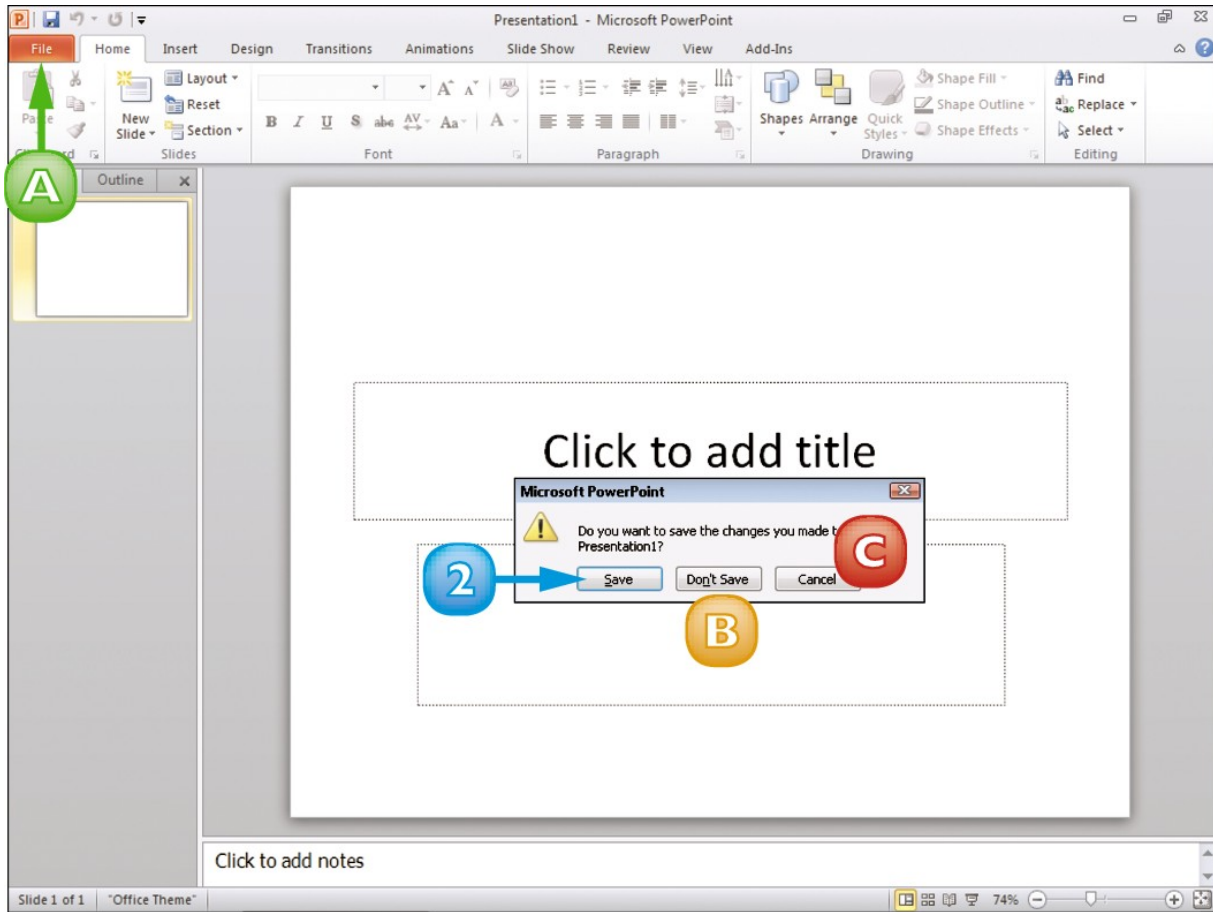


A *The program that you selected opens in a new window.*

Note: *See the next section to learn how to identify different areas of the program window.*

Exit an Office Application

1 Click the **Close** button ().



A You can also click the **File** tab and then click **Exit**.

If you have not yet saved your work, the program prompts you to do so before exiting.

2 Click **Save**.

The program window closes.

B If you click **Don't Save**, the program closes without saving your data.

C If you click **Cancel**, the program window remains open.