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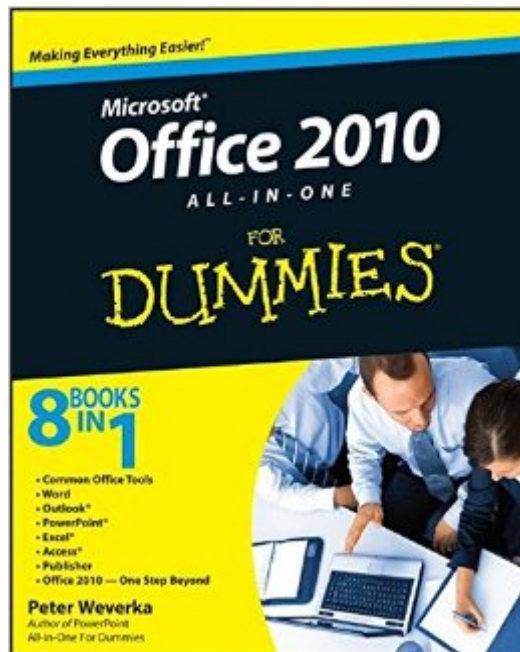
Office 2010 All-in-One For Dummies

Synopsis

The leading book on Microsoft Office, now fully updated for Office 2010 Microsoft Office, the world's leading productivity suite, has been updated with new tools. Veteran Office users as well as newcomers will need the comprehensive information in this bestselling All-in-One guide. With a self-contained minibook devoted to each Office application plus minibooks on how Office works together and how you can expand its usefulness, Office 2010 All-in-One For Dummies gets you up to speed and answers the questions you'll have down the road. Microsoft Office is the office productivity suite used around the globe; nearly every business worker encounters it daily The 2010 revision will affect all applications in the suite Eight minibooks cover Word, Excel, PowerPoint, Outlook, Access, Publisher, common Office tools, and ways to expand Office productivity Also covers the new online versions of Word, Excel, and PowerPoint as well as changes to the interface and new tools and techniques Office 2010 All-in-One For Dummies makes it easy to learn to use Office and gets you up and running on all the changes and enhancements in Office 2010.

Book Information

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Customer Reviews

This book is an instruction/reference manual that brings you up to date with current Windows technology. The full expanse of uses is covered, but one can focus on one's particular areas of interest,without covering the rest. Like others in the 'Dumies' series, it is user friendly. I like it.

This is a good book for people who are already familiar with Microsoft Office. There are a few things

that are very different like OneNote which is explained thoroughly in the book. Also a good review book for people that haven't been using all the Microsoft applications for awhile. I used to use all the applicatons on a daily basis, but since I switched careers I use my computer at home and know there's a way to do something faster, just can't remember how! This is a great reference.

I had my company buy a copy of this book for everyone in my department because I got tired of others always borrowing my copy. This book is well written, easy to understand, and comprehensive. The author has a pretty good sense of humor, too. I appreciate how finding information usually takes only a moment or two, and how you can sometimes learn what you need to know just by glancing at the screen shots. I do not use Access, but I find the coverage of Word, Excel, PowerPoint, Outlook, Publisher, and Onenote more than satisfactory. Highly recomended!

Everything I needed to know for several Microsoft Office programs. I was familiar, but now can take it to a new level. Programs much easier to use and understand.

Full of redundant info. Often directed at one who's never used Office software, yet lacks simple answers to simple questions. As an example, tables . . . rhapsodic about how a table enhances a document and what kind of info to put into tables (duh) yet one has to search to find out how to simply add rows. Also, the Index is dense and unwieldly: example - instructions for inserting lines into docs are scattered around the book onto 12 different pages - some hundreds of pages apart. Not helpful. But then, perhaps the problem is 2010 more than the book. The new Word has an overwhelming number of functions which most users will never need and in fact has turned simple tasks or single keystroke actions into multiple steps.

I am reading straight through this book with post-it bookmarks and highlighter because there's always so much in these programs that helps even an experienced user to work faster and better that is not really documented by MS.As an example, I figured out a lot about the interface change from 2003 to 2010 in the 3 months I before I bought the book, but was still struggling with and not properly appreciating the ribbon.Having this book will mean that I won't be constantly searching help pages to find out how to complete the tasks I need to do.

My husband and I have used MS Office 2003 since it came out (yes, we were still in the stone age of computers). Many companies now use Office 2007, 2010, and even 2013. We upgraded our

Windows Vista to Windows 8 and also upgraded to Office 2013. Wow! What a big difference a decade can make! I originally ordered Office 2010 for Dummies because that's what we were going to use. However, we were sold on Office 2013 by two different retail stores. So, here we were with Office 2013 and the Office 2010 manual. I didn't know squat about either, so I just jumped right in and started working. I found that the manual was just as helpful for 2013 as it was for 2010. There are a few additions, naturally, but it's basically the same. If you're like us and don't know much or anything at all about Office 2010 or 2013, this is the book for you! It covers EVERYTHING in a clear and concise manner that I believe you'll find most helpful.

I have purchased other "Dummies" books and this one does not compare. It is too vague in descriptions and does not cover all features of the program.

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