

Microsoft Office 2010 Inside Out

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This is a very comprehensive book on Microsoft Office 2010. As always, the Inside Out Books are great for reference on Microsoft products. And Ed Bott is a great author as he seems to have that unique gift of explaining complex tasks in a form that makes it seem easy.

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Provides timesaving tips, tricks, shortcuts, solutions, and troubleshooting guidelines for Microsoft Excel, Outlook, Word, PowerPoint, and other applications, and explores new features and capabilities of Office 2013.

Dive into the essential features in Microsoft Word 2010, Excel 2010, OneNote 2010, Outlook 2010, and PowerPoint 2010. This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Let the experts help you become at ease and proficient with every program in the Office family. Create great-looking documents using expert formatting tips. Build spreadsheets for complex calculations and data analysis. Save notes, clippings, web pages, and more in a notebook. Create dynamic slides and video-powered presentations. Expertly manage your inbox and business information. Protect your security and safeguard private information. Collaborate with Windows Live SkyDrive and SharePoint.

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