

Preface

In previous releases of Microsoft Office applications, you have been using a system of menus, toolbars, task panes, and dialog boxes to get your work done. This system worked well when the applications had a limited number of commands. Now that the programs do so much more, the menus and toolbars system does not work as well. Too many program features are too hard for many users to find. For this reason, the overriding design goal for the new user interface of MS Office 2010 is to make it easier for users to find and use the full Range of features these applications provide.

This book provides users and professionals with absolutely new look interface and its description in the simplest manner with well laid-down actual software pictures.

Microsoft provides more than ten application softwares in Office 2010, but out of these, only six elements are mostly used. These are : Word, Excel, Access, Powerpoint, and MS Publishers 2010. In this book, working of these five applications have been described in details. For convenient usage of the book by users, this volume has been divided into six parts namely :

- Part - I : MS Word 2010
- Part - II : MS Excel 2010
- Part - III : MS Powerpoint 2010
- Part - IV : MS Access 2010
- Part - V : MS Publisher 2010

From these six application softwares, readers can learn Word Processing, Creating Worksheet and Calculations, Creating Presentations and Database Management, Creating Web Pages beside Using Internet and E-mail. As has been mentioned earlier that this 2010 version of MS Office is absolutely different from all its previous versions, therefore, those users who wish to master the working of this latest version will find this book to be of immense use to them.

- Author

Contents

1. MS Office 2010: An Introduction	1-20
MS Office 2010 System Requirements	2
Office 2010 Introduction, Exploring the Ribbon	2
Work Efficiency	6
Adding Text Effects, Adding Artistry to Your Images	7
Correcting and Recoloring Pictures	8
Font Magic in Word 2010 and Publisher 2010	10
Creating Data Visualizations in Excel 2010	11
Editing Video in PowerPoint 2010	12
Communicating Visually in Access 2010	12
Collaborate in the Office	15
Co-Author Files Across Applications	18
Using Office Web Apps	19

PART-I: [MS Word 2010]

2. MS Word 2010: An Introduction	21-35
Imagining Word 2010	21
Word 2010 User Interface	22
The File Button and Backstage View	22
Task Panes, The File button activated to display the Backstage view	23
Galleries, Use and Navigate the Ribbon	24
The Styles gallery available in the Ribbon's Home tab	24
Using Contextual Tabs	25
Inserting a table in Word using the Tables gallery	26
Using the Quick Access Toolbar	27
The Mini Toolbar	28
Using the Microsoft File Button and Backstage View	29
Creating a New Blank Document	30
Template in MS Word 2010	31
The list of templates by type	31
Word 2010 Document's Structure	32
The elegant report template viewed within Word	32
Displaying the Navigation Pane	33
The Navigation pane, Using the Headings Browser Tab	34
Using the Pages Browser Tab	34
Search Results Tab	35
Closing and Saving a Document	35

3. MS Word 2010: Working with Files	36-56
Open a new document and start typing	36
Apply themes to Word documents	39
Add a cover page, Count the number of words in a document	40
Create your first Word document	43
Automatically save and recover Office files	46
Customize the list of recently used files	48
Send a document in an e-mail message	53
Open a file in Word 2010	56
4. MS Word 2010: Text Formatting	57-75
Add a heading	57
Add or remove text effects, Add, change, or delete WordArt	58
Adjust the spaces between lines or paragraphs	59
Apply strikethrough formatting, Clear formatting	62
Make text superscript or subscript, Set the default font	63
OpenType options in the Font dialog box	64
Track changes and insert comments, Print your document	68
Add a page number without any other information	68
Insert or delete a section break	75
5. MS Word 2010: Reading, Printing and Saving Files	76-84
Read a document	76
Mark up a document	77
Find or look up words and phrases	78
Printing in Word 2010	79
Save a document in Word 2010	80
6. MS Word 2010: Using Graphics	85-96
Gradient fills	87
Add or change an effect for a picture	88
Delete an artistic effect	91
Recolor a picture	95

PART-II: [MS Excel 2010]

7. MS Excel 2010: An Introduction	97-111
New and improved features of MS Excel 2010	98
Create a new workbook, Open a new, blank workbook	105
Base a new workbook on an existing workbook, Base a new workbook on a template	106
Save a workbook, Enter data in a worksheet, Format numbers	107
Sort your data, Create a formula	109
Chart your data, Print a worksheet	110
Activate and use an add-in	111
8. MS Excel 2010: Using Interface	112-130
Move or copy worksheets to a different workbook	113
Move or copy data to another worksheet or workbook	114
Drag data between open workbook windows in Excel	116
Change the color of gridlines in a worksheet	117
Change the font or font size in Excel	119
Delete a custom view, Hide or display worksheets or workbooks	121

Insert or delete a worksheet	123
Move or copy data to another worksheet or workbook	126
Freeze or lock rows and columns	129
9. MS Excel 2010: Entering Data	131-151
Display or hide the fill handle, Use the ROW function to number rows	132
Enter data manually in worksheet cells	133
Fill data automatically in worksheet cells	137
Use the fill handle to fill data	138
Fill data into adjacent cells by using the Fill command	139
Insert or delete cells, rows, and columns	143
Edit and enter data in a worksheet	147
Merge cells or split merged cells	150
10. MS Excel 2010: Formatting Data	152-184
Add a sheet background	152
Mimic a watermark in Excel	153
Apply or remove cell shading	157
Change the color of text	161
Reposition the data in a cell	162
Format numbers as text	164
Convert dates stored as text to dates	174
Create, apply, or delete a custom view	178
Hide or display rows and columns	182
11. MS Excel 2010: Working with Macros	185-199
Record a macro	185
Enable or disable macros in Office files	190
Change macro security settings in Excel	192
Run a macro	193
Edit a macro	197
Copy a macro module to another workbook	199
12. MS Excel 2010: Printing in Excel	200-213
Insert page numbers on worksheets	201
Insert, move, or delete manual page breaks in a worksheet	203
Print a worksheet in landscape or portrait orientation	206
Change the page orientation when you are ready to print	207
Print a worksheet or workbook	208
Print comments on a worksheet, Create an XML data/schema file from worksheet data	212
13. MS Excel 2010: Working with Charts	214-238
Column charts	214
Line charts	215
Pie charts	217
Area charts	219
XY (scatter) charts	220
Stock charts	221
Surface charts	222
Doughnut charts, Bubble charts	223
Radar charts	224
Change the chart type of an existing chart, Create a chart from start to finish	225

PART-III: [MS Powerpoint 2010]

14. MS Powerpoint 2010: An Introduction	239-251
PowerPoint Viewer, New Features of PowerPoint 2010	240
PowerPoint Mobile 2010: Edit and view from your phone	245
PowerPoint 2010 views, Views for editing your presentation	246
Create a presentation, Open a presentation	248
Save a presentation, Find and apply a template	249
Insert a new slide, Add shapes to the slide, View a slide show, Print a presentation	250
Tips for creating an effective presentation	251
15. MS Powerpoint 2010: Create a Basic Presentation	252-270
Step 1: Open PowerPoint	252
Step 2: Start with a blank presentation	253
Name and save your presentation, Add, rearrange, and delete slides	255
Add text to a slide	258
Insert a picture or clip art	261
Add, change, or delete shapes	265
Insert a screenshot or screen clipping	266
Create a SmartArt graphic	267
16. MS Powerpoint 2010: Customization of Powerpoint 2010	271-290
Work with commands	273
Customize the Quick Access Toolbar	275
Customize the list of recently used files	278
Name and save your presentation, Burn your slide show to a disc	283
Print your slides or handouts of your presentation	284
Print a presentation in black and white or grayscale	288
Set the properties for printing in black and white	289
Print a presentation in black and white or grayscale	290
17. MS Powerpoint 2010: Using Advance Techniques	291-312
Insert a linked object	292
Add slide numbers or notes page numbers	294
Add the date and time	295
Add, rearrange, and delete slides	296
Organize your slides into sections	303
Change the starting slide number	305
Show or hide the Outline or Slides tab, Hide or narrow the Outline or Slides tab	307
What is a slide master?	311
Make changes to a handout master	312
18. MS Powerpoint 2010: Animate the Presentation	313-334
Add animation to an object	314
Set the effect options, timing, or order for an animation	315
Set the animation timing or effect options	320
Save your presentation as a video	326
Add and play sounds in a presentation	328
Using narration in a slide show	331
Add audio to your presentation, Add, change, or remove transitions between slides	333
Set the timing for a transition	334

PART-IV: [MS Access 2010]

19. MS Access 2010: An Introduction.....	335-358
Share a database on the Web	336
New user interface	338
More powerful object creation tools	340
Improved data presentation	342
Enhanced security	343
Create a new database	349
Create a database by using a template	350
Open an existing Access database	357
20. MS Access 2010: Working with Database	359-390
Create an index	361
Create a constraint or a relationship	368
Create a relationship by using a constraint	369
Customize design settings for objects in your database	370
Select settings for form and report designs	372
Save and reuse database design elements	383
Edit a relationship, Open the Edit Relationships dialog box	388
21. MS Access 2010: Using Forms, Reports and Queries	391-428
Create a form by using the Simple Form tool	391
Fine-tune your form in Layout view	396
Creating relationships between tables	402
Create a report in Access 2010	403
Create a simple select query	413
Compact and repair your database	419
Filter by form	425
Sort records in case-sensitive order	426

PART-V: [MS Publisher 2010]

22. Publishing with MS Publisher	429-456
The Publisher Workspace	429
Using a Template to Create a Publication	432
Working with Text	433
Working with Graphics, Inserting a Clip Art Image	440
Changing a Placeholder Picture, Formatting Pictures	441
Drawing Lines and Shapes	442
Working with Tables	443
Adding Special Effects, Drop Caps	445
WordArt, Text Effects and Typography Tools	447
Changing the Background, Changing Page Settings	448
Changing Colors, Fine-Tuning Objects, Aligning Objects	449
Wrapping and Hyphenating Text, Working with Pages	451
Numbering Pages, Checking and Printing	453
Printing	454
File Sharing: Save to Web (SkyDrive)	455
Appendix: Computer Glossary	457-464