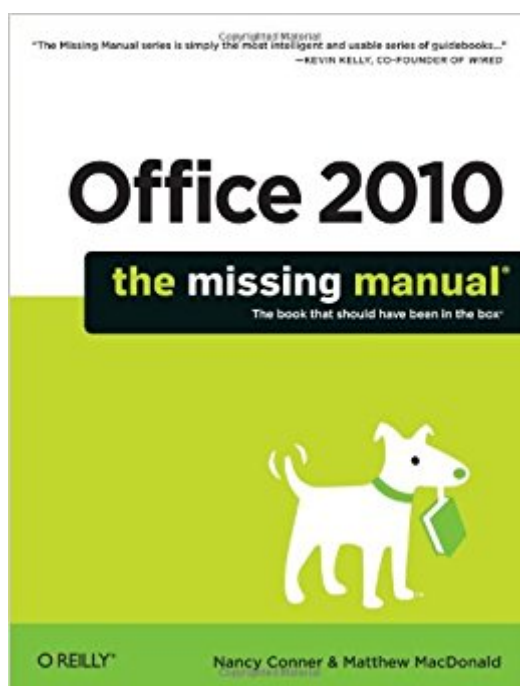# Office 2010: The Missing Manual

Synopsis

Whether you're new to Microsoft Office or have used it for years, this clear and friendly primer helps you be productive with Word, Outlook, Excel, PowerPoint, Access, and the rest of the Office apps from day one. Learn what's new in Office 2010 and get a complete, step-by-step guide to each of its main programs, along with details on Publisher, OneNote, and Office Web Apps. With this Missing Manual on hand, you'll be creating professional-quality documents, spreadsheets, presentations, and databases in no time. Office 2010: The Missing Manual is a great way to master Office 2010 without having to stock up on a shelfload of books. Packed with illustrations and friendly advice, it's truly the book that should have been in the box. Learn everything from basic word processing to desktop and web publishing with Word Use tables, graphics, and videos to create sophisticated Word documents Manage your contacts and keep track of your schedule with Outlook Quickly create and edit PowerPoint presentations, and snazz them up with videos and sound Build spreadsheets, use functions and formulas, and create charts and graphics with Excel Design databases and manage large stores of text, numbers, and pictures with Access Six Things to Love about Office 2010 Office 2007 represented an Office revolution, introducing the Ribbon--a screen-top strip of buttons, organized around common tasks, that replaced the unwieldy collection of toolbars found in earlier versions. The Ribbon forever changed the way people worked with Word, Excel, PowerPoint, and the other Office programs. Office 2010 doesnâ ™t shake things up the way its predecessor did, but it does fine-tune the entire machine and adds some nifty new features. Whether youâ ™re upgrading from Office 2007 or youâ ™re a holdout from an earlier version of Office, here are six things youâ ™ll love about Office 2010: Customizable ribbon. The Ribbon helps you find the command you want by making common commands visible as easy-to-spot buttons organized into related groups. Of course, no one knows how you work as well as you do, and thatâ ™s why you can now customize the Ribbon. Hand-tailor the Ribbon by organizing its commands in a way that makes sense to you. You can add new tabs, create your own groups, add or remove buttons, and more. Never again scratch your head wondering where to find the command you want. Backstage view. With Office 2010, Microsoft introduces Backstage view, a smart new way to work with files. Backstage view gathers together everything that you might do with a file (as opposed to what you might do to a file): create a new file, open an existing one, save, print, set permissions, or share. In Word, for example, when youâ ™re finished editing a document, you go Backstage to print it or email it to a colleague. You get Backstage by clicking the File tab, the leftmost tab on every Ribbon. Clicking here takes you out of editing view and shows information about the file itself--thatâ ™s why they call it Backstage. Better photo-editing tools. Okay, so Office

2010 isnâ ™t Photoshop--but it was never intended to be. Still, you can add cool effects and edit your photos without having to switch to a photo editor. Crop photos, remove distracting backgrounds, and capture screenshots of open windows--right from Office. Paste preview. If youâ ™ve ever been frustrated by having to reformat text pasted into an Office file from another source, youâ ™ll appreciate this feature. Paste Preview shows you a live preview of how pasted-in text will look in your document, spreadsheet, or other file. You can switch between paste options to make sure that your work looks the way you want it to. Protected view. Lots of people think nothing of downloading and opening files that they find on the Internet--even when they have no idea who created these documents. To protect your computer, Office programs open downloaded files in Protected view, showing a read-only version of the file that canâ ™t do nasty things to your computer. If you trust the source from which you got the file, youâ ™re an easy click away from enabling full-fledged editing. Borrow interface metaphors from the physical world. Lean on usersâ ™ real-world experience to create intuitive experiences. People will try anything on a touchscreen, for example, that theyâ ™d logically try on a physical object or with a mouse-driven cursor. Besides these practical benefits, using an everyday object as an interface metaphor imbues an app with the same associations that folks might have with the real McCoy--a shelf of books, a retro alarm clock, a much-used chessboard, a toy robot. Office Web Apps. Microsoft has put its most popular Office programs on the Web--for free. With Internet access and a Windows Live ID, you can work with Web-only versions Word, Excel, PowerPoint, and OneNote from just about anywhere. Store your files on SkyDrive, which provides 25 GB of storage space, and work on them whenever and wherever you want. And Office Web Apps makes sharing your files easier than ever before.

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Customer Reviews

This is a GREAT manual--it aggravates me to have to buy a manual for a program that I just spent $200+ for but that is the way of the world today. However, the $20+ I spent on this one was well worth it--great job Nancy & Matthew!It was the only Office 2010 manual I found that actually covers all of the programs in some reasonable depth without being overwhelming. Also, the conversational tone of the book is a big plus when dealing with the dry topic of computer software.It has been very helpful in bringing me into the new developments of Outlook and made One Note less daunting for me.Thanks again for a useful tome...

'Office 2010: The Missing Manual' by Nancy Conner & Matthew MacDonald is an absolute gem of a book. With 900+ pages of material covering Word, Excel, PowerPoint, Access and so much more, this is the definitive reference item for all heavy Office users that want to ramp up as quickly and efficiently as possible. Broken up over 31 chapters, this book logically separates the different applications and uses of the Office program suite. Focusing heavily on not just the use of the apps but the differences with previous versions, this is another grand slam by the 'Missing Manual' line of books.The only person that I really couldn't recommend this for is if you are a user of a particular application in the Office suite. For you I would recommend on picking up one of the particular books that delve more into detail than this book does. Only gripe is the lack of color but that isn't enough to not recommend this highly.Awesome books, incredible job by one of the best book lines out there today.***** HIGHLY RECOMMENDED

I usually get one of these mega-books on each upgrade of software, and this was a very good choice. It does what it says it is going to do, and I am using it repeatedly as I explore Office 2010. The information has been correct every time I look, and leads to aspects I didn't know I wanted to know about until informed in this manual. Sort of like Windows 7, that anticipates problems and solutions without your having to ask.The only complaints I have are the lack of color, which has turned out to be a very minimal lose, and the lack of depth in some not so unusual areas, like style in Word, which has a very complex set of functions. It is covered, but I left it hungry.I will most likely get a dedicated book on Word, or just keep following up with searches on the MS Office 2010 Site.

The video tutorials there are, by the way, quite good introductions to various parts of every Office program.bmkmd

Like many software manuals, it covers the basics but doesn't give you anything special. As large as it is, I expected a really strong index (and there are a lot of things listed) but it just didn't get there for me. I'm not a beginner, but Office 2010 was obviously new for me. I'm finding it easier to struggle through the new software and find the solution than struggling through the book to find it.

Although the authors do not pretend to completely cover the whole Office Suite in this book it more than addresses the most important areas of the Office programs. Well written and very easy to follow it is an essential addition to your library unless you are an expert already!

After my computer crashed at work, I was upgraded from Microsoft Office 3 to 10 with no means of reference other than to keep referring to the Microsoft website, or spending lots of time that I can't afford to loose exploring the ribbon and drop down boxes in an effort to find what I needed. This manual is wonderful! It is well organized,easy to follow, and arrived in better condition that if I bought it off the shelf. A good buy!

Missing manual seems to be a bit of a sad joke. What is missing is some obvious information regarding Office 2010. Because these features are offered in MS Word, I'll give two examples -- what are the real keyboard shortcuts and how do you print renumbered pages from a section. When I say "real shortcuts" I mean, yes, keyboard "shortcuts" are offered in passing, but they are convoluted and awkward to use. Take a simple task like centering text (or a paragraph) the manual gives this string of commands ALT, H, AC: Press ALT (display keyboard shortcuts) , then press H (for Home), then then quickly press AC (which does the actual centering. I guess that's what AC means) , but there are easier methods, Ctrl-e: hold the control key down then press "e", these control commands are simpler and possibly better remembered than the ALT method.. Tables summarizing these Control commands are are smeared across the internet, so how come such a table could not have been included in this so-called missing manual. I'll give the author a break and consider it an "editorial" decision.My second gripe is about "breaking a document into sections". Easy to do, but lets say you have a sectioned document and you edit a portion of a section (that does not renumber the pages in that section). Here this "manual" is silent on this. But again one can pursue an internet death march and find the information. Unfortunately, the methods did not work as

expected. I have a duplex printer I want pages to print recto-verso on the sheet. What I got was two sheet print out: recto page on one, and verso page on another. I'm still looking (or waiting for the Microsoft fix). These are only two problems I've had with MS Word and Missing Manual solutions. If you are a word processor and don't have need for such subtle refinements, then you're in fairly good shape with this "manual". If you're a writer or format docs for proofing not so much.

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