



Microsoft Office 2010 QuickSteps

By Carole Matthews, Marty Matthews, John Cronan

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Start using Office 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up the latest release of Microsoft's powerful productivity suite. Follow along and quickly learn how to create Word documents; build Excel spreadsheets; manage Outlook email, contacts, and schedules; design PowerPoint presentations; and use Office Web Apps. Get up to speed on Office 2010 in no time with help from this practical, fast-paced guide.

Use these handy guideposts:

- Shortcuts for accomplishing common tasks
- Need-to-know facts in concise narrative
- Helpful reminders or alternate ways of doing things
- Bonus information related to the topic being covered
- Errors and pitfalls to avoid

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Editorial Review

About the Author

Carole Matthews, cocreator of the QuickSteps series, is the author or coauthor of more than 50 books, including *Microsoft Office PowerPoint 2010 QuickSteps* and *Microsoft Office Outlook 2010 QuickSteps*.

Marty Matthews, cocreator of the QuickSteps series, is the author or coauthor of more than 70 books, including *Microsoft Office Word 2010 QuickSteps* and *Windows 7 QuickSteps*.

John Cronan has more than 30 years of computer experience and has authored or coauthored more than 25 books, including *Microsoft Office Excel 2010 QuickSteps* and *Microsoft Office Access 2010 QuickSteps*.

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