

Microsoft Office 2010 Plain & Simple

By Katherine Murray

Download now

Read Online ➔

Microsoft Office 2010 Plain & Simple By Katherine Murray

Get the fast facts that make learning Office 2010 plain and simple! This colorful, no-nonsense guide uses easy-to-follow steps and screenshots, and clear, concise language to show the simplest ways to get things done with Microsoft Word, Excel®, Outlook®, PowerPoint®, Access®, Publisher, and OneNote®.

Here's WHAT You'll Learn

- Create documents, Web pages, and other publications
- Organize your e-mail, calendar, contacts and tasks
- Build spreadsheets to analyze and visualize data
- Set up a simple database
- Capture notes with ink, voice or text

Here's HOW You'll Learn It

- Jump in wherever you need answers
- Easy-to-follow STEPS and SCREENSHOTS show exactly what to do
- Handy TIPS teach new techniques and shortcuts
- Quick TRY THIS! exercises help you apply what you learn right away

From Inside the Book:

Translating Your Text

Today it's not unusual to be working with colleagues or chatting with friends from other countries. Office 2010 now includes improved language tools that help you translate text on the fly. The Mini Translator pops up over your document

to provide quick translations within easy reach. And you can now set your language of preference so that correct usage—complete with pronunciation—is only a click away.

Choose a Translation Language

- 1 On the Review tab, click Translate in the Language group.
- 2 Click Choose Translation Language.
- 3 In the Translation Language Options dialog box, click the arrow in the Choose Mini Translator Language and click the language you want to translate to.
- 4 Click the Translate From arrow and click the language you want to translate from.
- 5 Click the Translate To arrow and choose the language you want to translate documents and sections to.
- 6 Click OK.

Tip

You can also install new languages and even install keyboard configurations that enable you to type and proofread your documents with other language character sets. Click Language and choose Language Preferences to install additional languages for your Office 2010 programs.

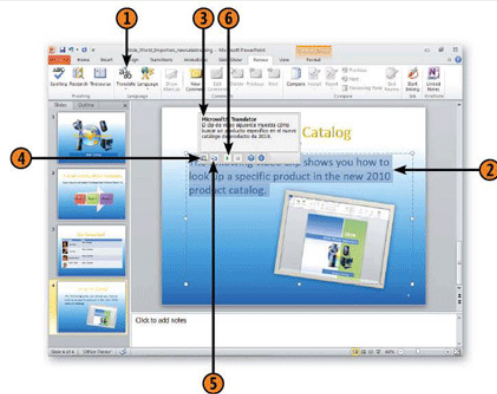


Use the Mini Translator

- 1 On the Review tab, click Translate in the Language group and click Mini Translator.
- 2 Select the text in your document you'd like to translate.
- 3 Hover the mouse pointer over the text and the Mini Translator appears.
- 4 Click the Expand icon to open the Translation page of the Research task pane so that you can find out more about the translation.
- 5 Click the Copy icon to copy the translated text for pasting in another location.
- 6 Click the Play icon to hear the translation pronounced.

Tip

If you plan to use the Play feature so that you can hear the translation pronounced, be sure to have the volume on your computer turned on and set to an adequate level.



[!\[\]\(e3275251d0893157c3584e20c81dc3ba_img.jpg\) Download Microsoft Office 2010 Plain & Simple ...pdf](#)

[!\[\]\(f60b7a900783ac3fd531bfd9c111be6d_img.jpg\) Read Online Microsoft Office 2010 Plain & Simple ...pdf](#)

Microsoft Office 2010 Plain & Simple

By Katherine Murray

Microsoft Office 2010 Plain & Simple By Katherine Murray

Get the fast facts that make learning Office 2010 plain and simple! This colorful, no-nonsense guide uses easy-to-follow steps and screenshots, and clear, concise language to show the simplest ways to get things done with Microsoft Word, Excel®, Outlook®, PowerPoint®, Access®, Publisher, and OneNote®.

Here's WHAT You'll Learn

- Create documents, Web pages, and other publications
- Organize your e-mail, calendar, contacts and tasks
- Build spreadsheets to analyze and visualize data
- Set up a simple database
- Capture notes with ink, voice or text

Here's HOW You'll Learn It

- Jump in wherever you need answers
- Easy-to-follow STEPS and SCREENSHOTS show exactly what to do
- Handy TIPS teach new techniques and shortcuts
- Quick TRY THIS! exercises help you apply what you learn right away

From Inside the Book:

Translating Your Text

Today it's not unusual to be working with colleagues or chatting with friends from other countries. Office 2010 now includes improved language tools that help you translate text on the fly. The Mini Translator pops up over your document

to provide quick translations within easy reach. And you can now set your language of preference so that correct usage—complete with pronunciation—is only a click away.

Choose a Translation Language

- 1 On the Review tab, click Translate in the Language group.
- 2 Click Choose Translation Language.
- 3 In the Translation Language Options dialog box, click the arrow in the Choose Mini Translator Language and click the language you want to translate to.
- 4 Click the Translate From arrow and click the language you want to translate from.
- 5 Click the Translate To arrow and choose the language you want to translate documents and sections to.
- 6 Click OK.

Tip

You can also install new languages and even install keyboard configurations that enable you to type and proofread your documents with other language character sets. Click Language and choose Language Preferences to install additional languages for your Office 2010 programs.

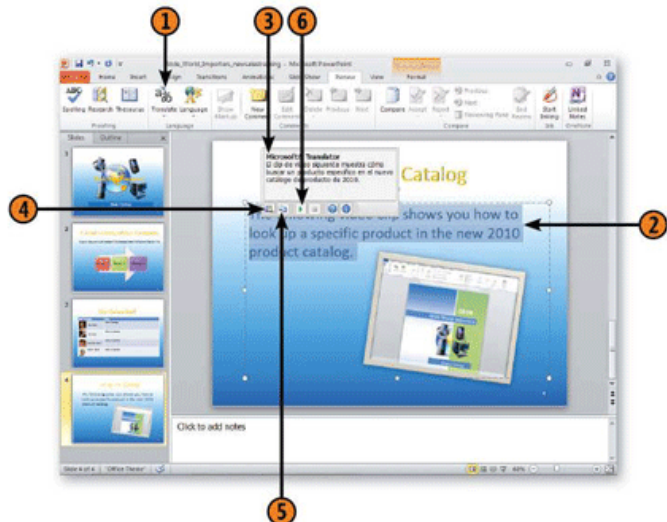


Use the Mini Translator

- 1 On the Review tab, click Translate in the Language group and click Mini Translator.
- 2 Select the text in your document you'd like to translate.
- 3 Hover the mouse pointer over the text and the Mini Translator appears.
- 4 Click the Expand icon to open the Translation page of the Research task pane so that you can find out more about the translation.
- 5 Click the Copy icon to copy the translated text for pasting in another location.
- 6 Click the Play icon to hear the translation pronounced.

Tip

If you plan to use the Play feature so that you can hear the translation pronounced, be sure to have the volume on your computer turned on and set to an adequate level.



Microsoft Office 2010 Plain & Simple By Katherine Murray Bibliography

- Sales Rank: #520010 in Books
- Brand: Brand: Microsoft Press

- Published on: 2010-07-04
- Original language: English
- Number of items: 1
- Dimensions: 7.30" h x .80" w x 9.10" l, 1.95 pounds
- Binding: Paperback
- 384 pages

 [Download Microsoft Office 2010 Plain & Simple ...pdf](#)

 [Read Online Microsoft Office 2010 Plain & Simple ...pdf](#)

Editorial Review

About the Author

Katherine Murray is a communications expert who specializes in teaching people and businesses how to improve their productivity with Microsoft technologies. She has written more than 50 books related to Microsoft Office, Web technologies, and the digital lifestyle, including MICROSOFT OFFICE WORD 2007 INSIDE OUT.

Users Review

From reader reviews:

Anna Wright:

What do you consider book? It is just for students because they're still students or the item for all people in the world, what the best subject for that? Merely you can be answered for that query above. Every person has several personality and hobby for every single other. Don't to be obligated someone or something that they don't need do that. You must know how great as well as important the book Microsoft Office 2010 Plain & Simple. All type of book are you able to see on many methods. You can look for the internet solutions or other social media.

Fern Barron:

Do you among people who can't read enjoyable if the sentence chained inside the straightway, hold on guys that aren't like that. This Microsoft Office 2010 Plain & Simple book is readable by you who hate the perfect word style. You will find the details here are arrange for enjoyable examining experience without leaving possibly decrease the knowledge that want to provide to you. The writer of Microsoft Office 2010 Plain & Simple content conveys the idea easily to understand by many people. The printed and e-book are not different in the content material but it just different such as it. So , do you still thinking Microsoft Office 2010 Plain & Simple is not loveable to be your top list reading book?

Jason Manuel:

The e-book untitled Microsoft Office 2010 Plain & Simple is the publication that recommended to you to see. You can see the quality of the reserve content that will be shown to anyone. The language that article author use to explained their way of doing something is easily to understand. The copy writer was did a lot of study when write the book, hence the information that they share to your account is absolutely accurate. You also could possibly get the e-book of Microsoft Office 2010 Plain & Simple from the publisher to make you a lot more enjoy free time.

Walter Dion:

The actual book Microsoft Office 2010 Plain & Simple has a lot of knowledge on it. So when you check out this book you can get a lot of advantage. The book was published by the very famous author. The author makes some research ahead of write this book. This book very easy to read you can obtain the point easily after perusing this book.

**Download and Read Online Microsoft Office 2010 Plain & Simple
By Katherine Murray #ADTQ54OJY9S**

Read Microsoft Office 2010 Plain & Simple By Katherine Murray for online ebook

Microsoft Office 2010 Plain & Simple By Katherine Murray Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Microsoft Office 2010 Plain & Simple By Katherine Murray books to read online.

Online Microsoft Office 2010 Plain & Simple By Katherine Murray ebook PDF download

Microsoft Office 2010 Plain & Simple By Katherine Murray Doc

Microsoft Office 2010 Plain & Simple By Katherine Murray Mobipocket

Microsoft Office 2010 Plain & Simple By Katherine Murray EPub

ADTQ54OJY9S: Microsoft Office 2010 Plain & Simple By Katherine Murray