



# Office 2010 Just the Steps For Dummies

*Elaine Marmel*

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**Quickly and easily perform tasks in any Microsoft Office 2010 application!**

As the world's leading suite of productivity software, Microsoft Office enables you to complete common business tasks, including word processing, e-mail, presentations, data management and analysis, and much more. With this fun and friendly guide, veteran author Elaine Marmel presents you with concise, step-by-step instructions for quickly and easily accomplishing the most popular tasks in Word, Excel, Outlook, and PowerPoint.

Decide on a task you are eager to undertake, find it quickly in the featured easy-to-read format, and get it done smoothly with this Just the Steps guide! You'll discover how to insert pictures into a Word document, create PivotTables in Excel, add sound to a PowerPoint presentation, import contacts into Outlook, create a mail merge document with Outlook contacts, and much more.

- Presents indispensable advice for accomplishing specific tasks in any of the applications included in Microsoft Office 2010, including Word, Excel, Outlook, and PowerPoint
- Demonstrates how to insert pictures in a Word document, create PivotTables in Excel, add sound to a PowerPoint presentation, and import contacts into Outlook
- Includes unique coverage of performing tasks that work across programs, such as creating a mail merge using Word and Outlook, and embedding an Excel chart in PowerPoint

With this efficient guide helping you quickly accomplish specific tasks in Office 2010, you won't know what to do with all your free time!

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