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# **Office 2010 in Easy Steps**

Michael Price



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# Office 2010 in Easy Steps

Michael Price

### Office 2010 in Easy Steps Michael Price

In easy-to-understand, jargon-free language, **Office 2010 in Easy Steps** makes the task of learning this new version of Office easy and painless. Covering all the key features, this guide makes it simple to get up and running in no time. Here readers will learn the basics, as well as to master the updated customizable Ribbon, grasp the new Backstage full-screen options, learn how to use the new image and illustration tools, understand new Office web applications, and more. **Office 2010 in Easy Steps** combs through the new features and covers in detail all the ones that readers will use time and time again. Each bite-size chapter is illustrated with full-color screenshots.

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