



# Office 2010 All-in-One For Dummies

*Peter Weverka*

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**Office 2010 All-in-One For Dummies** Peter Weverka

**The leading book on Microsoft Office, now fully updated for Office 2010**

Microsoft Office, the world's leading productivity suite, has been updated with new tools. Veteran Office users as well as newcomers will need the comprehensive information in this bestselling All-in-One guide.

With a self-contained minibook devoted to each Office application plus minibooks on how Office works together and how you can expand its usefulness, *Office 2010 All-in-One For Dummies* gets you up to speed and answers the questions you'll have down the road.

- Microsoft Office is the office productivity suite used around the globe; nearly every business worker encounters it daily
- The 2010 revision will affect all applications in the suite
- Eight minibooks cover Word, Excel, PowerPoint, Outlook, Access, Publisher, common Office tools, and ways to expand Office productivity
- Also covers the new online versions of Word, Excel, and PowerPoint as well as changes to the interface and new tools and techniques

*Office 2010 All-in-One For Dummies* makes it easy to learn to use Office and gets you up and running on all the changes and enhancements in Office 2010.

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