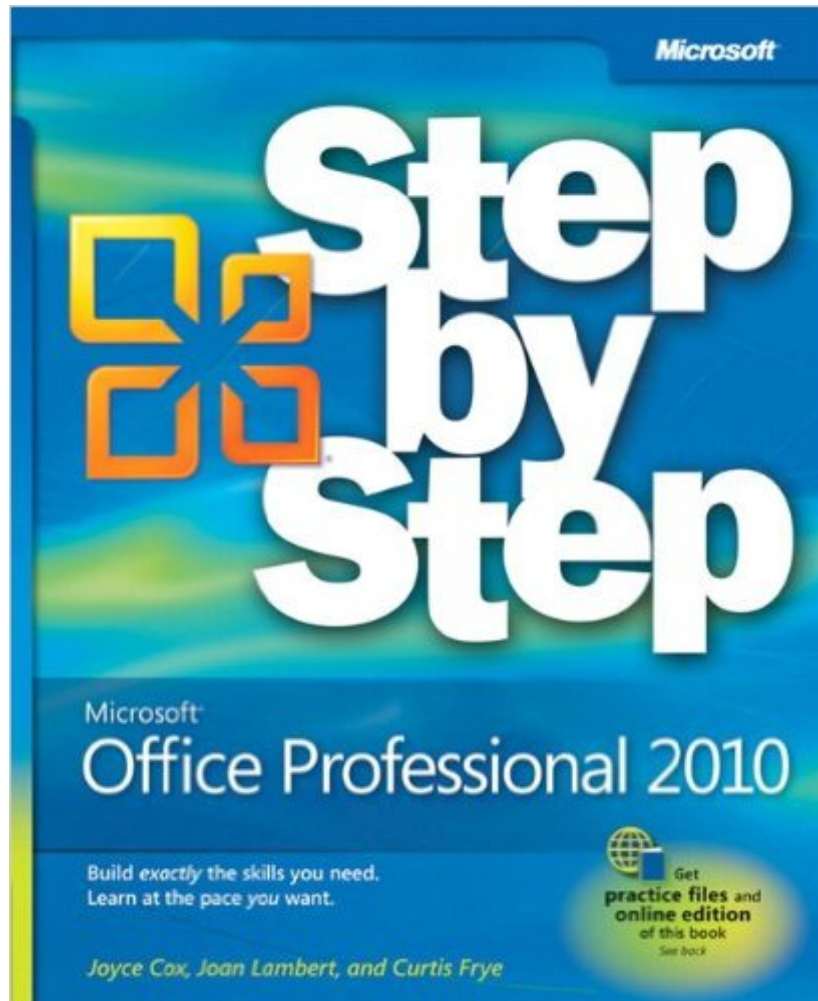The book was found

Microsoft Office Professional 2010 Step By Step

Synopsis

Teach yourself exactly what you need to know about using Office Professional 2010-one step at a time! With STEP BY STEP, you build and practice new skills hands-on, at your own pace. Covering Microsoft Word, PowerPoint, Outlook, Excel, Access, Publisher, and OneNote, this book will help you learn the core features and capabilities needed to: Create attractive documents, publications, and spreadsheets Manage your e-mail, calendar, meetings, and communications Put your business data to work Develop and deliver great presentations Organize your ideas and notes in one place Connect, share, and accomplish more when working together"

Book Information

Series: Step by Step

Paperback: 1072 pages

Publisher: Microsoft Press; 1 edition (September 4, 2010)

Language: English

ISBN-10: 0735626960

ISBN-13: 978-0735626966

Product Dimensions: 7.4 x 2.3 x 8.9 inches

Shipping Weight: 3.8 pounds (View shipping rates and policies)

Average Customer Review: 4.0 out of 5 starsÂ Â See all reviewsÂ (44 customer reviews)

Best Sellers Rank: #441,548 in Books (See Top 100 in Books)   #39 inÂ Books > Computers & Technology > Software > E-mail   #187 inÂ Books > Computers & Technology > Graphics & Design > Desktop Publishing   #196 inÂ Books > Computers & Technology > Software > Suites

Customer Reviews

This Step By Step reference book is published by Microsoft Press/Oreilly for intermediate level users. So I bought it with the intent of using it for quick, easy reference. It is quick and easy alright some of the times but total misses in other occasions.The biggest surprise is the absence of the topic on mail merge, which is a very common office task. I have customer records in Excel and use Word's Mail Merge function. I ended up having to also buy the more advanced Inside Out series (also published by Microsoft Press/Oreilly) to get help on mail merge. Hence for want of more comprehensive topic coverages, I would advise perspective buyers to move up to the Inside Out series.All things considered, the 4 star rating I am giving is more than generous.

Each and every time I've tried to solve a real-time issue using this book, I end up with getting a

direct or indirect referal to another MS book. Save your money and put it towards the MS books on Word, Excel, Visio, Powerpoint etc.

The book maybe fine and may give me information I did not know and that is okay since 2010 has so many differences since my last 2002 version but the one thing I really needed to know is not in this book. I called Safari Books and what I want is not in the "Inside and Out" book either. What am I looking for? The Devoloper. In the book under Customizing the Ribbon it shows 13 items in which 12 have checkmarks next to them and they tell you how to use them -- the Only One they do not check and give you information on how to use is --You got it The Developer. The developer is the form fill feature that I use in my Service Dog School manuals and it was so easy to use in 2002 just a case of going to View-Toolbar-Forms, create it and then hit the lock icon but now I do not know how to lock what I created. If it is something the program is capable of doing then it should be in all the manuals. After all this is suppose to be the "Office Professional" 2010 Step by Step not skip a step.

The only thing keeping the Microsoft Step By Step books from being some of the best options you will find on the bookshelf is the lack of color which I feel these books would seriously benefit from. Ignoring that publishing decision, I find these books to be very, very good with fantastic writing and content. With Office Professional 2010 SBS (Step By Step) you get the entire quite of apps covered:WordExcelPowerPointOneNoteOutlookAccessPublisherFilled with over 1,000+ pages of content, these apps each get around 4-5 chapters of coverage, with 31 chapters total. This book is perfect for anyone looking to learn the entire suite of apps in a single book. While it won't cover every single detail, the content here is more than enough for the average user to see what makes these so powerful!!***** RECOMMENDED

I bought this book after signing up for an online course, (SNAP/Paradigm), in MS Office 2010 via my community college. I really wish I had bought it first - before the time period for full refund ran out. This little inexpensve book teaches way more about MS Office than that college course did at $79 for a book and hundreds in tuition dollars. If you ask me - this book is a real bargain. Does it teach enough about the individual programs? No. If you really want to get into them as much as you can you should buy the individual books for the individual programs.

I wanted this book to be a good reference tool for the difficult matters I sometimes encounter with

the Office programs I know quite well (Word, Excel and Outlook) and a good learning book (for a person already familiar with MS software) on those I'm not experienced with (Access, One Note). The book is neither. Maybe I was expecting too much for just one book on so many different programs. It's possible it is more useful for a person just being introduce to the use of several MS products for the first time (if there is such a person).My book is just like new, so I think I will maybe sell it back.

I was hoping that this book would include discussion of some technical features above the basics and was somewhat disappointed that it does not. It does explain 2010 changes, but still keeps within the basic technical features that most beginning and intermediate users already know and probably use regularly. It is written well, but again, pretty basic.

Although I'm a devoted Kindle reader I still prefer how-to manuals in paper form because they're easier to prop up next to the computer and work with. I found I learned a lot about the features in Office by simply working through the exercises in the book. The step-by-step approach guides you through building and modifying documents in a way that quickly acquaints you with a lot of the features of each application in the suite. Joyce is a good instructor.

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