

# New Perspectives on Microsoft Office 2010, First Course

Shaffer, Ann

ISBN-13: 9780538746533

## Table of Contents

CONCEPTS. Essential Computer Concepts. WINDOWS. Exploring the Basics of Microsoft Windows 7. FILE MANAGEMENT. Managing Your Files: Organizing Files and Folders with Windows 7. INTERNET. Browser and Email Basics. OFFICE. Getting Started with Microsoft Office 2010. WORD.  
Tutorial 1: Creating a Document.  
Tutorial 2: Editing and Formatting a Document.  
Tutorial 3: Creating a Multiple-Page Report.  
Tutorial 4: Desktop Publishing and Mail Merge. EXCEL.  
Tutorial 1: Getting Started with Excel.  
Tutorial 2: Formatting a Workbook.  
Tutorial 3: Working with Formulas and Functions.  
Tutorial 4: Enhancing a Workbook with Charts and Graphs. ACCESS.  
Tutorial 1: Creating a Database.  
Tutorial 2: Building a Database and Defining Table Relationships.  
Tutorial 3: Maintaining and Querying a Database.  
Tutorial 4: Creating Forms and Reports. POWERPOINT.  
Tutorial 1: Creating a Presentation.  
Tutorial 2: Adding and Modifying Text and Graphic Objects. INTEGRATION. Integrating Word, Excel, Access and PowerPoint. WEB.  
Appendix A: Introduction to SkyDrive and Office Web Apps. GLOSSARY/INDEX. TASK REFERENCE.