

With complete CD Script given in grey pages at the end of the book



Comprehensive Computer Learning



Microsoft Office 2010



Bittu Kumar

MS Publisher, Access, Outlook explained in detail

With step-by-setp instructions & Relevant Screenshots

Learn to create dynamic slides, spreadsheets, documents


Points to Remember given at the end of each chapter

Notes given at places for better understanding

Microsoft Office 2010



by
Bittu Kumar


V&S PUBLISHERS

Published by:



V&S PUBLISHERS

F-2/16, Ansari road, Daryaganj, New Delhi-110002
☎ 23240026, 23240027 • Fax: 011-23240028
Email: info@vspublishers.com • Website: www.vspublishers.com

Regional Office : Hyderabad

5-1-707/1, Brij Bhawan (Beside Central Bank of India Lane)
Bank Street, Koti, Hyderabad - 500 095
☎ 040-24737290
E-mail: vspublishershyd@gmail.com

Branch Office : Mumbai

Jaywant Industrial Estate, 1st Floor-108, Tardeo Road
Opposite Sobo Central Mall, Mumbai – 400 034
☎ 022-23510736
E-mail: vspublishersmum@gmail.com

Follow us on:



© Copyright: V&S PUBLISHERS

ISBN 978-93-505744-2-3

DISCLAIMER

While every attempt has been made to provide accurate and timely information in this book, neither the author nor the publisher assumes any responsibility for errors, unintended omissions or commissions detected therein. The author and publisher makes no representation or warranty with respect to the comprehensiveness or completeness of the contents provided.

All matters included have been simplified under professional guidance for general information only, without any warranty for applicability on an individual. Any mention of an organization or a website in the book, by way of citation or as a source of additional information, doesn't imply the endorsement of the content either by the author or the publisher. It is possible that websites cited may have changed or removed between the time of editing and publishing the book.

Results from using the expert opinion in this book will be totally dependent on individual circumstances and factors beyond the control of the author and the publisher.

It makes sense to elicit advice from well informed sources before implementing the ideas given in the book. The reader assumes full responsibility for the consequences arising out from reading this book.

For proper guidance, it is advisable to read the book under the watchful eyes of parents/guardian. The buyer of this book assumes all responsibility for the use of given materials and information.

The copyright of the entire content of this book rests with the author/publisher. Any infringement/transmission of the cover design, text or illustrations, in any form, by any means, by any entity will invite legal action and be responsible for consequences thereon.

Dedication

Dedicated To
Nirankari Baba Hardev Singh Ji Maharaj

Acknowledgements

I am highly thankful to M/S V&S Publishers, India for its valuable support throughout the making of this Book.

Mr. Dibya Jyoti Bora assisted all the time during the project development, I would like to give my heartiest thanks to him.

I would like to acknowledge the support getting from my family headed by Mr. Devendra Kumar while developing the book.

Mr. Sahil Gupta, Director, V&S Publishers should be acknowledged for allocation of resources.

At last, Nirankari Baba Hardev Singh Ji Maharaj, who provided Energy & Thoughts to develop this Project.

Publisher's Note

After successfully publishing youth-oriented books and getting commendable appreciation from students, teachers and parents alike, V&S Publishers is venturing into the arena of student and job-oriented books with a series of computer books on various important subjects for readers of all ages. Written and presented in lucid language and simple terms, without any computer jargon, these books are an easy-to-follow manual for readers. For the convenience of readers the information is set out in an easy to understand, step-by-step format, with clear illustrations and detailed explanations to accompany each action. Besides, every book is accompanied by an interactive CD/DVD for better understanding of the readers.

Today we live in a world of computers. The present scenario is that computers are used in every field be it education, business, trade and commerce, home and hobby, or even our ordinary day-to-day life. The importance of computers is an undeniable fact in today's world. In fact, we can't think of a world without computers.

Realising this indisputable fact, we are coming up with the series of “**Comprehensive Computer Learning (CCL)**” books. The series currently includes –

1. Comprehensive Computer Learning (CCL)
2. Comprehensive Computer Learning – A Youngsters' Guide
3. Comprehensive Computer Learning – Microsoft Office 2010
4. Comprehensive Computer Learning – Desktop Publishing (DTP)
5. Comprehensive Computer Learning – Adobe Photoshop

Key features of these books:

- ❑ Written in simple and lucid language
- ❑ Presented in step-by-step, easy-to-understand format with detailed explanations with appropriate images & screenshots, charts & tables
- ❑ Useful tips and notes given in every chapter as additional information
- ❑ Accompanied by interactive CD/DVD for better understanding

This book “**Comprehensive Computer Learning – Microsoft Office 2010**” has been explicitly written keeping in mind the needs of Youngsters and explains the basics of computer in simple & precise manner.

While every effort has been made to minimise printing and other errors, it may be possible that a few might have managed to escape the wakeful eyes. We would like to request the readers to bring these errors to our notice so that we can rectify the same in subsequent editions.

Preface

This book is for the users of Office 2010 who want to learn the program without wasting time and efforts. Not only look in this book to find out how the different programs in the Office Suite work & how to learn them, look in this book to find out how you can get your work done better and faster with these programs. Here we will discuss basics and advanced concepts of MS Office.

What Makes this Book Different

You are holding in your hands a computer book designed to make mastering the Office programs as easy and comfortable as possible. Besides the fact that this book is easy to read, it's different from other books about Office. Read on to see why.

What do you need

- Latest Edition of Microsoft office 2010
- Windows operating system: All people who have the Windows operating system installed on their computers are invited to read this book. It serves for people who have Windows 7, Windows Vista, Windows XP, and Windows NT.
- A little Knowledge of English

What will you get

After a comprehensive reading of this book you will be able to do a variety of jobs. And you will notice that now you can do all office-related works.

– Bittu Kumar

Contents

COMMON OFFICE TOOLS

Chapter 1 – Installing MS Office 2010	14
Chapter 2 – Introduction to MSOffice	17
Starting an Office Program	18
User Interface in Microsoft Office	18
Introduction to the GUI.....	18
Keyboard Shortcuts	20
Saving Your Files.....	20
The Save As and Open Dialog Boxes.....	26
Opening a file	26
File Properties.....	28
Chapter 3 – Formatting Text	31
Chapter 3 –Get more from Office	39
Opening AutoCorrect dialog box.....	41
Chapter 5 –Tables	45
Chapter 6 –Charts	53
Anatomy of Charts.....	53
Chapter 7 –SmartArt	58
Adding shapes to diagrams apart from hierarchy diagrams	60
Entering text on a diagram shape	61
Chapter 8 – Drawing Lines & other Shapes	63
The Basics: Drawing Lines, Arrows, and Shapes ..	63
Handling Lines, Arrows, and Connectors	64
Making the connection	64
Handling Rectangles, Ovals, Stars, and Other Shapes.....	65
Changing a shape’s size and shape	65
Changing a shape’s symmetry	66
Creating a WordArt image.....	66

MICROSOFT WORD 2010

Chapter 9 – Welcome to MS Word 2010	69
Introducing the Word Screen.....	69
Creating a New Document	70
Get a Better Look at Your Documents	72

Splitting the screen.....	75
Moving in Documents.....	75
Navigating from page to page or heading to heading.....	76
Entering Information Quickly in a Computerized Form.....	79
Chapter 10 – Composing Text & Pages	81
Format text and pages	81
Creating Numbered and Bulleted Lists.....	88
Chapter 11 – Desktop Publishing on Word	90
Positioning/Wrapping Objects Relative to the Page & Text	91
Dropping in a Drop Cap	93
Watermark	93

MICROSOFT POWER POINT 2010

Chapter 12 – Welcome to MS PowerPoint 2010 ..	98
Creating PowerPoint Presentation.....	99
Creating a New Presentation.....	100
Selecting, Moving, and Deleting Slides.....	106
Chapter 13 – Let’s Start PowerPoint	108
Choosing a Theme for Your Presentation ...	108
Selecting a theme	108
Tweaking a theme	109
Creating Slide Backgrounds on Your Own.....	109
Chapter 14 – Text &Text Boxes	115
Entering Text.....	115
Positioning Text in Frames and Text Boxes	116
Chapter 15 – Transitions & Animations	118
Showing Your Presentation.....	124
Creating a presentation video	127

MICROSOFT EXCEL 2010

Chapter 16 – Welcome to MS Excel	130
Creating a New Excel Workbook	130
Rows, columns, and cell addresses.....	132

Workbooks and worksheets.....	132	What is a database?	163
Entering Lists and Serial Data with the AutoFill		What is a table?	164
Command.....	136	What is a record (row)?	164
Formatting Numbers, Dates, and Time Values..	136	What is a field (column)?	164
Chapter 17 – Working on Your Worksheet.....	142	What is data?	164
Editing Worksheet Data	142	Data types	165
Moving in a Worksheet	142	Field Properties	165
Giving the Split or Freeze Panes command.	143	A First Look at Access 2010	166
Unsplitting and unfreezing.....	144	Customizing Access 2010	169
Hiding columns and rows.....	144	Opening a Database & Security Issues	172
Comments for Your Worksheet	145	Primary Key	184
Hiding a worksheet	145	Input Mask Wizard	185
Protecting a worksheet.....	146		
Chapter 18 – Formulas & Functions.....	147	Microsoft Outlook	
Referring to cells in formulas	147	Chapter 21 – Welcome to Ms Outlook.....	192
Operators Table	149	What is Microsoft Outlook.....	192
Common Formula Error Messages	151	Add an e-mail account	192
Common Functions and Their Use.....	152	Create a new e-mail message.....	193
Entering a function in a formula	153	Forward or reply to an e-mail message.....	193
		Add an attachment to an e-mail message	193
Microsoft Publisher 2010		Open or save an e-mail message attachment	194
Chapter 19 – Welcome to MS Publisher.....	156	Add an e-mail signature to messages.....	194
Creating a Publication	156	Create a calendar appointment	194
Setting up your pages.....	157	Set a reminder.....	195
A Screen Shot of a Template	157	Create a contact	195
Making Text Fit in Text Frames	159	Create a task.....	196
Formatting Text	160	Create a note	196
Wrapping Text	161	Print an e-mail message, contact, calendar	
Inserting, Removing, and Moving Pages.....	161	item, or task	196
		CD Script.....	197
Microsoft Access 2010		WINDOWS 8	200
Chapter 20 – Welcome to MS Access	163		

Common Office Tools





Installing MS Office 2010



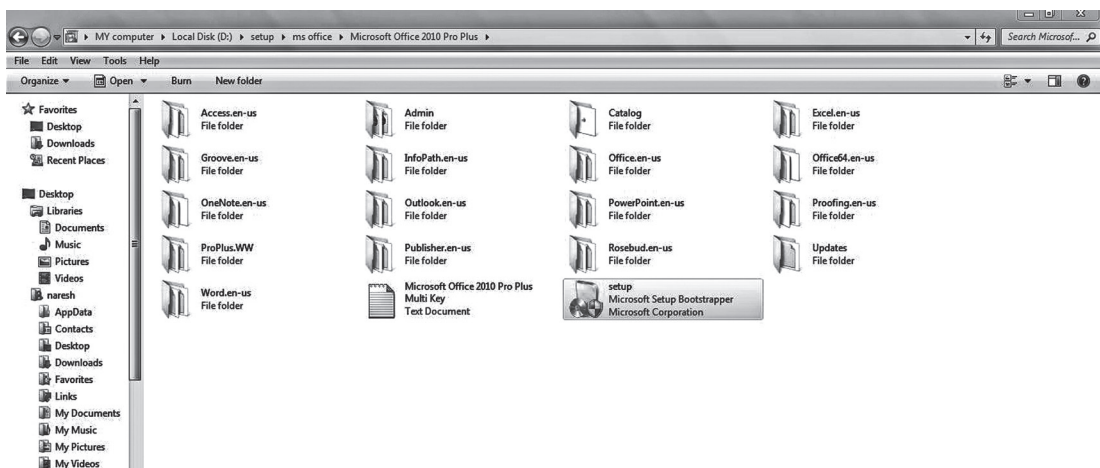
In this Chapter you will learn

- How to Install Microsoft-Office 2010 on your Computer.
- Step-by-step guide of installing Microsoft Office 2010 on your Computer.

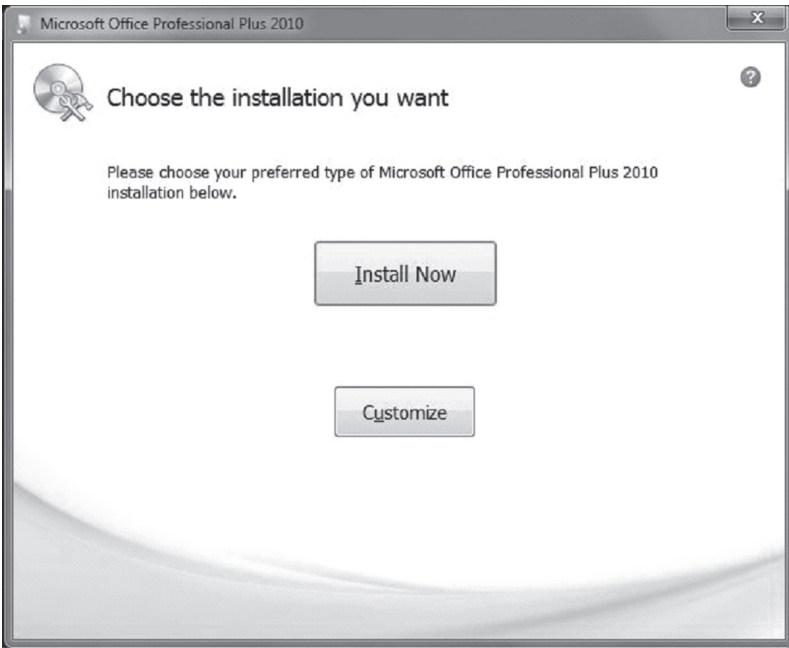
The Most Important thing is installing the Microsoft Office on your Systems First. You can do it by purchasing a genuine copy of Microsoft Office from nearest software outlet, or simply download it from the Microsoft's official website. Here we are discussing setup instructions for Microsoft Office Professional Plus 2010.

After buying CD/Downloading files, follow these Instructions:

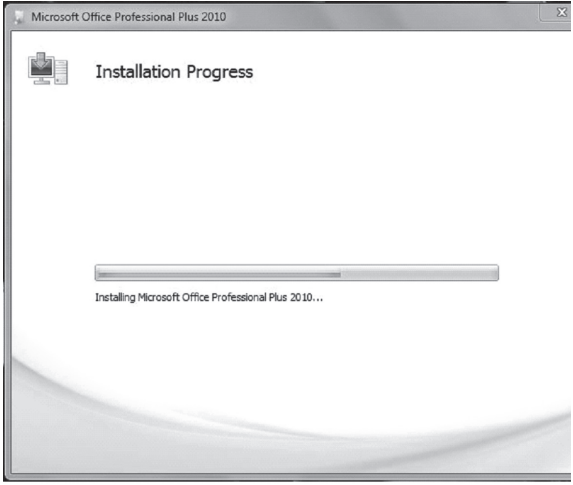
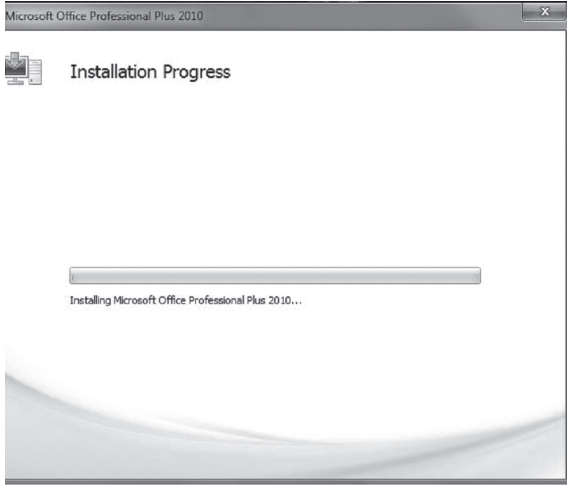
- ✓ Go to the File directory where the Microsoft office setup is.



- ✓ Now click on Setup.exe and click on yes (In the case you are using Windows 7 or Vista).
- ✓ After sometime, the following dialog box will appear on your computer, Click “Install Now”.



- ✓ The following box will appear on clicking “Install Now”, wait for a few minutes and let Microsoft office 2011 be installed on your system.



✓ Then Click “Close” and Cheers; you are done!



Now you have successfully Installed Microsoft office 2010 on your Computer. Now we shall begin Microsoft Office 2010 Basic Course



Points to Remember

- *Always use genuine software from Microsoft. Pirated software may contain Viruses & other Malwares.*
- *Your Serial-Key is personal to you; don't share it with anyone before installing and activating the Product.*
- *Never download the Microsoft Product from any other website other than Microsoft. You can try beta versions before you buy.*





Introduction to MSOffice



In this chapter you will learn

- Introduction to different Microsoft Office programs
- Basic Information on the Graphical-User Interference
- Using different tabs in office Programs
- Creating, Saving & Editing your work
- Saving File in the earlier versions of Microsoft Office
- Encrypting the documents

Office 2010, sometimes called the Microsoft Office Suite, is a collection of computer programs. Why is it called Office? I think, because the people who developed it wanted to make software for completing tasks that need doing in a typical office. When you hear someone talk about “Office” or the “Office Software,” they’re talking about several different programs:

- Word:** A word processor for writing letters, reports, and so on. A Word file is called a document.
- Outlook:** A personal information manager, scheduler, and e-mailer.
- PowerPoint:** A means of creating slide presentations to give in front of audiences. A PowerPoint file is called a presentation, or sometimes a slide show.
- Excel:** A Part of office for performing numerical analyses. An Excel file is called a workbook.
- Access:** A database management program.
- Publisher:** A means of creating desktop-publishing files — pamphlets, notices, newsletters, and even books!



If you're new to Office, don't study so many different computer programs. The programs have much in common. You find the same commands throughout Office. For example, the method of choosing fonts is the same in Word, Outlook, PowerPoint, Excel, Access, and Publisher. Creating diagrams and charts works the same way in Word, PowerPoint, and Excel.

Starting an Office Program

Unless you start an Office program, you can't create a document, construct a worksheet, or make a database. Learn how you can do that.

- ✓ Click the Start button, choose All Programs → Microsoft Office, and then choose the program's name on the submenu.

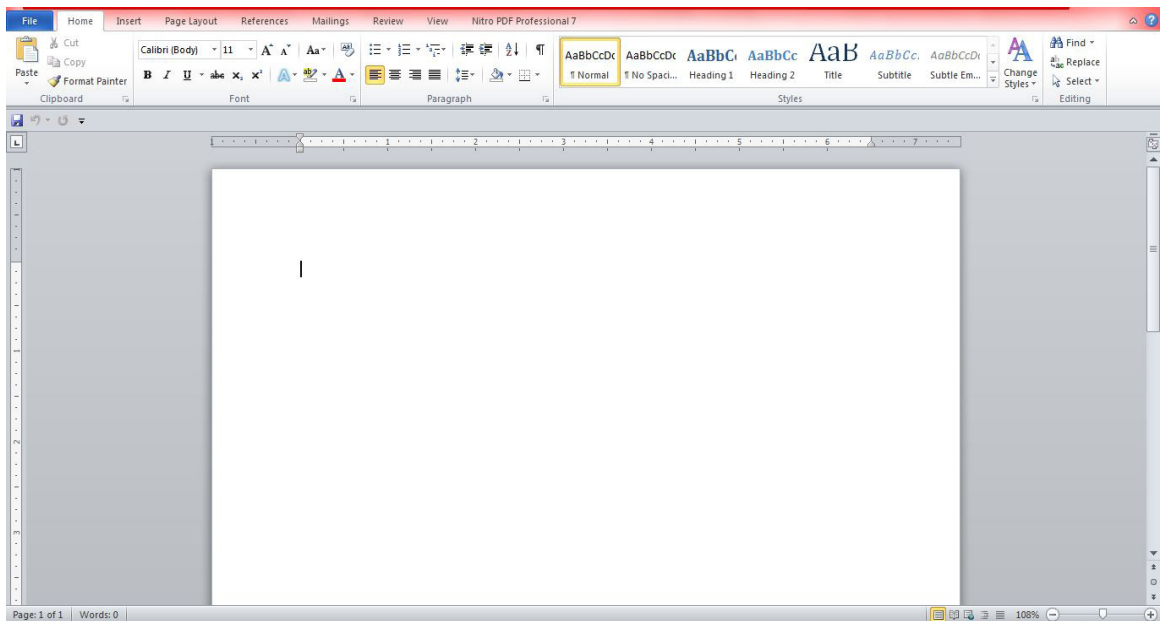
User Interface in Microsoft Office

Interface, also called the user interface, is a computer term that describes how a software program presents itself to the people who use it.

Introduction to the GUI

□ File tab

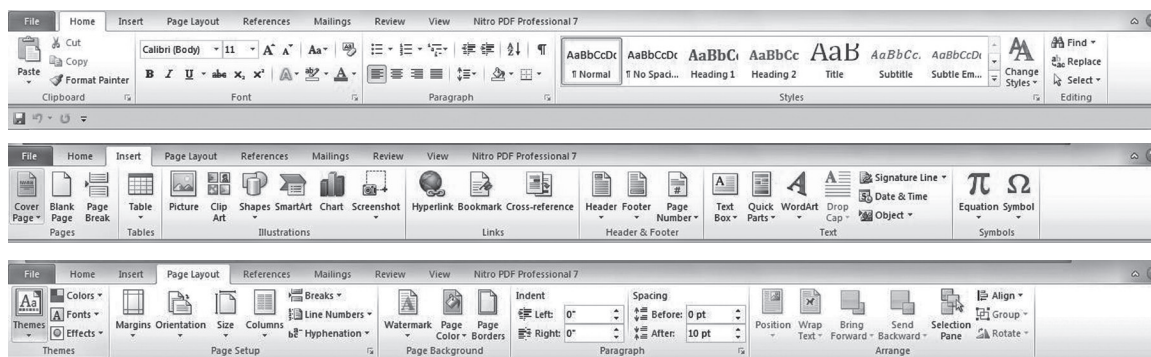
In the upper-left corner of the window is the File tab, Go to the File tab to find commands for creating, opening, and saving files, as well as doing other file-management tasks. Notice



the Options command. You can choose Options to open the Options dialog box and tell the program you are working in how you want it to work.

The Ribbon and its tabs

Across the top of the screen is the Ribbon, an assortment of different tabs; click a tab to undertake a task. For example, click the Home tab to format text; click the Insert tab to insert a table or chart.



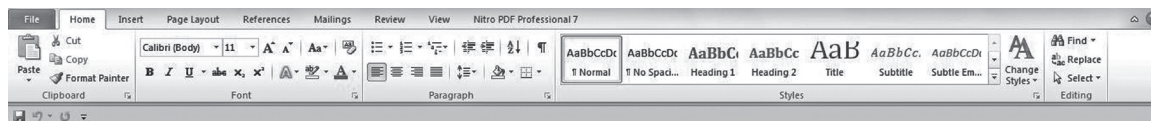
Your first step when you start a new task is to click a tab on the Ribbon. Knowing which tab to click takes a while, but the names of tabs — Home, Insert, View, and so on — hint as to which commands you find while you visit a tab.


To make the Ribbon disappear and get more room to view items on-screen, click the Minimize the Ribbon button (or press Ctrl+F1). This button is located on the right side of the Ribbon, to the left of the Help button. You can also right-click the Ribbon and choose Minimize the Ribbon on the shortcut menu, or double-click a tab on the Ribbon. To see the Ribbon again, click the Minimize the Ribbon button, press Ctrl+F1, double-click a Ribbon tab or right-click a tab name or the Quick Access toolbar and deselect Minimize the Ribbon on the shortcut menu. While the Ribbon is minimized, you can click a tab name to display a tab.

The Description of a tab

Groups

Commands on each tab are organized into groups. The names of these groups appear below the buttons and galleries on tabs. For example, the Home tab in Word is organized into several groups, including the Clipboard, Font, Paragraph, Styles.





Groups do the following:

- ❑ Groups tell you what the buttons and galleries above their names are used for. On the Home tab in Word, for example, the buttons in the Font group are for formatting text. Read group names to help find the command you need.
- ❑ Many groups have a group button that you can click to open a dialog box or task pane (officially, Microsoft calls these little buttons dialog launcher).

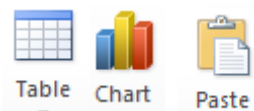
Buttons

Go to any tab and you find buttons of all shapes and sizes. Square buttons and rectangular buttons; big and small buttons, buttons with labels and buttons without labels. Is there any rhyme or reason to these button shapes and sizes? No, there isn't. What matters isn't a button's shape or size, but whether a down-pointing arrow appears on its face:

- ❑ A button with an arrow: Click a button with an arrow and you get a drop-down list with options you can select.
- ❑ A button without an arrow: Click a button without an arrow and you complete an action of some kind.
- ❑ A hybrid button with an arrow: Some buttons serve a dual purpose as a button and a drop-down list. By clicking the symbol on the top half of the button, you complete an action; by clicking the arrow on the bottom half of the button, you open a drop-down list. On the Home tab, for example, clicking the top half of the Paste button pastes what is on the Clipboard into your file, but clicking the bottom half of the button opens a drop-down list with Paste options.

Keyboard Shortcuts

People who like to give commands by pressing keyboard shortcuts may well ask, "Is there keyboard shortcuts in Office?" The answer is: Yes, Office has shortcuts. For example, you can press Ctrl+B to boldface text and Ctrl+U underline text. Office offers Alt+key shortcuts as well.



Saving Your Files

Soon after you create a file, be sure to save it. And save your file from time to time while you work on it as well. Until you save your work, it rests in the computer's electronic memory (Random Access Memory), a precarious location. If a power outage occurs, you may lose all the work you did since the last time you saved your file. Make it a habit to save files every five Minutes or so or when you are doing an important task. Choose the folder where you want to save a file, declare

