

# Preface

We are so excited to release this first edition of *Microsoft Office 2010: Productivity Strategies for Today and Tomorrow*. This textbook is designed for use in an introductory course on Microsoft Office applications. By reading the textbook and completing the hands-on exercises and activities that are included in each chapter, you will become proficient in multiple Microsoft Office 2010 applications.

Our long-term record of success introducing diverse learners to computers compelled us to write this book. We understand the areas that challenge learners and recognize the frustration that unclear directions and the assumption of familiarity can cause. This book is based on the comments and recommendations of the thousands of students we have encountered during our teaching careers.

Our strategy in this book is to divide each objective into targeted small activities designed to simplify the learning process and allow you to complete the exercises at your own pace. The chapters provide step-by-step instructions along with plenty of screenshots to help you complete the exercises. The steps are clearly formatted so that you can easily refer back to the text for help while creating your own projects. Once you have mastered the techniques in this book, it will be a valuable strategic and systematic resource for your desk.

With decades of experience explaining technical subjects to nontechnical readers in a myriad of online and classroom situations, we know that it is best to teach students to craft usable materials that will inspire them to create projects of their own. Furthermore, your finished projects will be an impressive portfolio that will demonstrate to prospective employers your knowledge and experience. You will craft an effective cover letter, promote your organization, create a budget that you can actually use, and much more. And with Microsoft Office 2010 you will be able to complete this work quickly and easily.

Start simple and take it one step at a time. With that philosophy, anyone can succeed.

## Key Features

*Microsoft Office 2010: Productivity Strategies for Today and Tomorrow:*

- Easily adapts to both campus and online learning environments by providing explicit details that students will need to complete each task, whether or not they are in an actual classroom.
- Includes full-color screenshots that provide visual assistance in completing all hands-on exercises.
- Asks readers to complete relevant real world projects within chapters and as end-of-chapter exercises.
- Teaches skills that are widely used in businesses and at home, which enable students to create useful reports, documents, spreadsheets, and presentations.
- Reinforces chapter objectives through multiple-choice questions and projects at the end of each chapter.
- Includes definitions of key terms in chapter margins for easy reference, as well as a comprehensive glossary at the end of the text.
- Provides additional online resources for students and instructors that help to reinforce key topics from the text.

## Summary of Chapters

### Chapter 1 Microsoft Office Fundamentals

Chapter 1 presents the common elements, commands, and features of Microsoft Office 2010 applications. You will learn how to create, save, print, and open a document, as well as how to navigate within the application window. We discuss these commonalities in detail so you can hit the ground running.

### Chapter 2 Create Documents Using Microsoft Word 2010

Microsoft Word 2010 is a word processing application used to create professional-looking documents, including letters, memos, newsletters, brochures, flyers, and resumes. Chapter 2 begins with a discussion of the basic commands. You will learn how to create a cover letter and format the document to give it a professional appearance. You will also create a memo from a template.

### Chapter 3 Enhance a Microsoft Word 2010 Document

Chapter 3 goes deeper and describes how to enhance a Microsoft Word 2010 document by adding visual objects to engage the reader and communicate information more effectively. In this chapter, you will learn to insert and modify visual objects such as pictures, clip art, and WordArt; create a marketing brochure for an innovative recreational facility; insert and modify tables; add headers and footers; insert hyperlinks; and apply page layout commands such as page margins, tabs, and page breaks.

### Chapter 4 Create Presentations Using Microsoft PowerPoint 2010

Microsoft PowerPoint 2010 is used to create presentations that are shared with an audience in the form of a slide show. Chapter 4 walks you through how to create presentations in just a few minutes. In this chapter, you will create a presentation that includes clip art, tables, WordArt, and a

theme; insert and format text and paragraphs; modify slide layouts; and navigate between slides. You will also learn how to print handouts of a presentation and how to navigate a slide show.

## **Chapter 5 Modify Presentations Using Microsoft PowerPoint 2010**

A presentation would not be complete without the addition of visual effects. In Chapter 5, you will learn how to create a presentation that includes images and illustrations such as clip art, pictures, SmartArt, text boxes, and shapes; insert backgrounds; add slide transitions and animation effects to enhance the presentation; delete and organize slides; insert hyperlinks; insert audio clips, and insert headers and footers.

## **Chapter 6 Create Workbooks Using Microsoft Excel 2010**

Microsoft Excel 2010 is a spreadsheet application used to organize, manipulate, and chart data. It can be used to track income and expenses, perform mathematical calculations, and analyze data to make informed decisions. In Chapter 6, you will create a household budget while learning to navigate within a workbook, enter and modify data, modify column and row settings, and calculate totals. You will also format your workbook to give it a professional appearance.

## **Chapter 7 Create Formulas, Charts, and Tables**

Chapter 7 explores how to create formulas to perform mathematical calculations in Microsoft Excel 2010. In this chapter, you will create formulas, use functions, create and modify charts, and format cells as a table. You will also create a sales commission report and manipulate the data in order to make effective business decisions, learn about sorting and filtering data, and learn how to apply conditional formatting.

## **Chapter 8 Create Databases Using Microsoft Access 2010**

Microsoft Access 2010 is a database management system used to store and maintain large amounts of data. Chapter 8 explains how to locate and retrieve data in a matter of seconds. In this chapter, you will learn how to create a database, create a table, add records to a table, and navigate between the records in a table. In the real world example presented in this chapter, you will design and use a database for a medical center.

## **Chapter 9 Create Forms, Queries, and Reports**

Chapter 9 describes how to create forms, queries, and reports with Microsoft Access 2010. You will be introduced to wizards that can be used to create database objects. You will also learn how to create relationships between tables as well as how to manipulate data using sorting and filtering commands.

## **Chapter 10 Integrate Projects Using Microsoft Office 2010 Applications**

In Chapter 10 you will use all the knowledge you've attained about the individual applications and pull it all together. A benefit of using Microsoft Office 2010 applications is that data can be shared between applications through the Object Linking and Embedding (OLE) technology. In this chapter, you will learn how to embed and link data.

# Additional Resources

Every new copy of the text includes access to the companion website *Microsoft Office 2010: Productivity Strategies for Today and Tomorrow*. The website, available at [go.jblearning.com/MOffice2010](http://go.jblearning.com/MOffice2010), provides audio/visual tutorials, web links, practice quizzes, and additional resources to reinforce understanding of key topics presented in the text.

The companion website also includes the **student data files** required to complete the hands-on-exercises and projects included in the text. You can download and save the student data files to your computer or an external device. We recommend that you create a separate folder to store these files. Make certain to note where the files are saved.

PowerPoint lecture outlines, answers to end-of-chapter questions and projects, and a test bank are available for free instructor download. To request access, please visit [www.jblearning.com](http://www.jblearning.com) or contact your account representative.

# Acknowledgements

The Authors would like to acknowledge the family, friends, and coworkers who have graciously supported them.

I would like to thank my family for their encouragement and support while I was working on this project. To my parents, Angelos and Vasiliki Chngas, who taught me the meaning of hard work and the importance of attaining my goals. To my husband, Chris Kotsiovos, and my children, Georgia and Peter, who have encouraged me in the writing of this textbook and have always motivated me to do my best. And a special thanks to Georgia, who reviewed the text-book, created various resources, and provided valuable feedback.

Jean Kotsiovos

I would like to thank my husband, Jack, who listened to my concerns and offered his advice; my sister, Marolyne, who encouraged me while I worked on the project, and my three sons, Michael, John, and Christopher, who mean the world to me.

Carolyn Faddis

For my parents Flora and Clarence Duley, who worked so hard so that I could have so much. To my brother, Jeff Duley, whose faith in me made me believe that all of this was possible. Finally, for my late husband, Ron Browne, who thought being a computer teacher was pretty cool.

Lora Duley