



3-IN-1 MICROSOFT WORD, POWERPOINT AND EXCEL 2010: A COMPLETE GUIDE

Gloria Madumere

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3-in-1 MICROSOFT WORD, POWERPOINT AND EXCEL 2010 – A COMPLETE GUIDE is a book written in simple words with rich content. It covers extensively, Microsoft Word, Microsoft PowerPoint and Microsoft Excel. It follows a step by step method, with easy practical illustrations, to help a person who is new to these Microsoft Office packages have a firm grip on how to use them.

In this book, part of what you will learn in Microsoft Word includes:

- The basics of understanding the Microsoft Word environment
- How to type and format your work
- How to insert tables, charts, images, word art etc.
- How to set your page and paper sizes to suit your work
- How to add artistic page borders
- How to set an automatic table of content that links directly to where the heading is discussed in your document,
- Every possible keyboard shortcut to enable the reader master and perform his tasks with ease

In Microsoft PowerPoint, what you will learn includes:

- How to design your presentation
- How to add transitions and animations to your presentation
- How to run a slideshow

In Microsoft Excel, you will primarily learn –

- How to do basic calculations in Excel using operators
- How to do more complex calculations using functions/formulars such as – the summation function, the average/mean function, the product function, the mode and median function, the sine, cosine and tangent function, the square root function and the logarithm function for base ten and other bases.
- How to format a cell
- How to insert and format a chart

All explanations and steps are guided with pictorial illustrations and in simple English such that you can easily understand and perform any task related to Microsoft Word, PowerPoint or Excel.

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