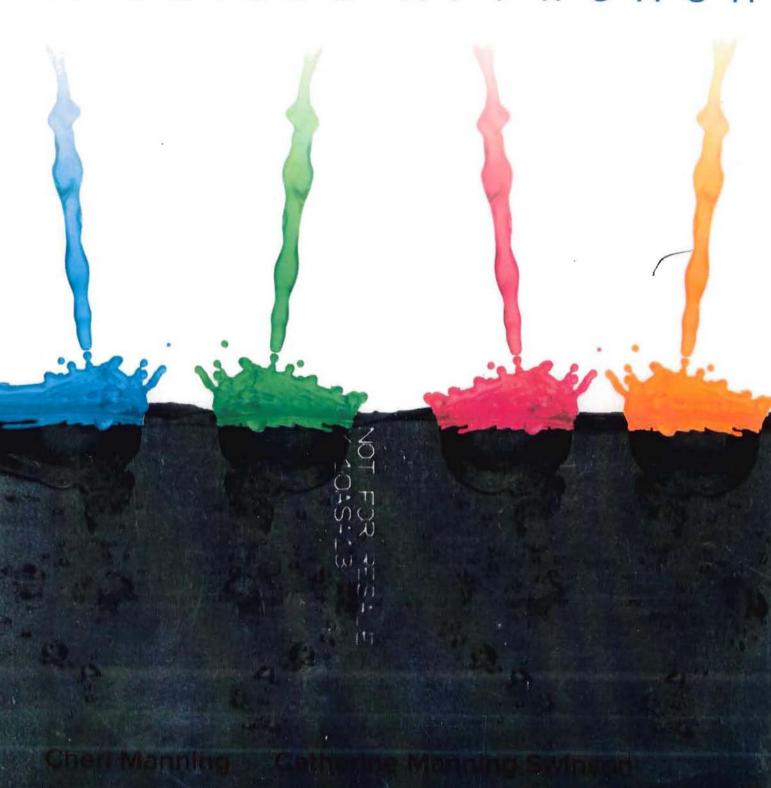
Microsoft Office 2010

A SKILLS APPROACH



contents

office	2010	6/8	Skill 1.4	Checking Spelling and Grammar as You Type	WD-6
chapter 1 Getting Started with Microsoft Office 2010 Common Features			Skill 1.5	Using the Thesaurus	WD-7
		OF-2	Skill 1.6	Finding Text	WD-8
Skill 1.1 Introduction to Microsoft Office 2010	OF-3	Skill 1.7	Replacing Text	WD-9	
			Skill 1.8	Using Views	WD-10
Skill 1.2	Getting to Know the Office 2010 User Interface	OF-6	Skill 1.9	Zooming a Document Projects	WD-11 WD-13
Skill 1.3	Opening Files	OF-11		Projects	VVD-13
Skill 1.4	Creating New Files	OF-12	chapter 2 Formatting Text and Paragraphs		WD-22
Skill 1.5	Saving Files	OF-14	Skill 2.1	Applying Character Effects	WD-23
Skill 1.6	Checking Spelling	OF-15	Skill 2.2	Changing Fonts '	WD-24
Skill 1.7	Using Cut, Copy, and Paste	OF-16	Skill 2.3	Changing Font Sizes	WD-25
Skill 1.8	Using Undo and Redo	OF-17	Skill 2.4	Changing Text Case	WD-26
Skill 1.9	Previewing and Printing	OF-18	Skill 2.5	Changing Font Colors	WD-27
Skill 1.10	Checking for Compatibility	OF-19	Skill 2.6	Applying Highlights	WD-28
Skill 1.11	Using the Status Bar	OF-20	Skill 2.7	Using Format Painter	WD-29
Skill 1.12	Using Help	OF-21	Skill 2.8	Clearing Formatting	WD-30
Skill 1.13	Closing Files and Exiting the Application	OF-22	Skill 2.9	Creating Bulleted Lists	WD-31
			Skill 2.10	Creating Numbered Lists	WD-32
			Skill 2.11	Creating Multilevel Lists	WD-33
word 2040			Skill 2.12	Using Quick Styles	WD-34
word 2010		Skill 2.13	Changing Paragraph Alignment	WD-35	
Getting Started with Word 2010 WD-2		Skill 2.14	Changing Paragraph Spacing	WD-36	
Skill 1.1	Introduction to Word 2010	WD-3	Skill 2.15	Revealing Formatting Marks	WD-37
Skill 1.2	Entering, Selecting, and Deleting Text	WD-4	Skill 2.16	Changing the Spacing between Paragraphs	WD-38
Skill 1.3	Using AutoCorrect	WD-5	Skill 2.17	Changing Indents	WD-39

Skill 2.18	Using Tab Stops	WD-40	Skill 4.8	Adding Table Quick Styles	WD-90
Skill 2.19	Using Tab Leaders	WD-41	Skill 4.9	Adding Borders to a Table	WD-91
	Projects	WD-42	Skill 4.10	Inserting Clip Art	WD-92
chapter 3			Skill 4.11	Inserting a Picture	WD-93
Formatting Documents		WD-52	Skill 4.12	Applying Quick Styles	WD-94
Skill 3.1	Applying Document Themes	WD-53		to Pictures	
Skill 3.2	Using Color Themes and Font Themes	WD-54	Skill 4.13	Wrapping Text around Graphics	WD-95
Skill 3.3	Adding Page Borders	WD-55	Skill 4.14	Resizing and Moving	WD-96
Skill 3.4	Creating Watermarks	WD-57		Graphics	
Skill 3.5	Inserting Building Blocks	WD-58	Skill 4.15	Adding WordArt to Documents	WD-97
Skill 3.6	Adding Headers and Footers	WD-59	Skill 4.16	Inserting SmartArt	WD-98
Skill 3.7	Adding the Date and Time to the Header	WD-60	Skill 4.17	Inserting a Shape	WD-99
Skill 3.8		WD-61	Skill 4.18	Adding a Caption	WD-100
Skill 3.9	Inserting Property Controls	WD-62		Projects	WD-101
Skill 3.10	Saving Quick Parts as Building Blocks	WD-63	chapter 5 Working with References		WD-111
Skill 3.11	Inserting Hyperlinks	WD-64	and Mailings		
Skill 3.12	Adjusting Margins	WD-65	Skill 5.1	Inserting a Table of Contents	WD-112
Skill 3.13	Inserting Page Breaks and Section Breaks	WD-66	Skill 5.2	Inserting Footnotes and Endnotes	WD-113
Skill 3.14	Adding a Cover Page	WD-67	Skill 5.3	Selecting a Reference Style	WD-114
Skill 3.15	Viewing Documents Side by Side	WD-68	Skill 5.4	Adding Citations to Documents	WD-115
	Projects	WD-69	Skill 5.5	Creating a Bibliography	WD-116
chapter 4			Skill 5.6	Marking Entries for an Index	WD-117
The state of the s	with Tables and Graphics	WD-82	Skill 5.7	Creating an Index	WD-118
Skill 4.1	Creating a Table	WD-83	Skill 5.8	Customizing a Print Job	WD-119
Skill 4.2	Entering Data in a Table	WD-84	Skill 5.9	Starting a Mail Merge	WD-120
Skill 4.3	Inserting Rows, Columns, and Cells	WD-85	Skill 5.10	Inserting Fields and Writing the Mail Merge Document	WD-121
Skill 4.4	Sizing Tables, Columns, and Rows	WD-86	Skill 5.11	Previewing and Finishing the Mail Merge	WD-122
Skill 4.5	Merging and Splitting Cells	WD-87	Skill 5.12	Creating Envelopes	WD-123
Skill 4.6	Aligning Text in Tables	WD-88		and Labels	
Skill 4.7	Sorting Data in Tables	WD-89		Projects	WD-124

exce	2010	,	Skill 2.5	Using Other Statistical Functions	EX-47
chapter 1 Getting Started with Excel 2010		EX-2	Skill 2.6	Using Date and Time Functions	EX-48
Skill 1.1	Introduction to Excel 2010	EX-3	Skill 2.7	Using Absolute and Relative	EX-49
Skill 1.2	Entering and Editing Text	EX-4	CUID 2.2	References	m
-	and Numbers in Cells		Skill 2.8	Naming Ranges of Cells	EX-50
Skill 1.3	Wrapping Text in Cells	EX-5	Skill 2.9	Working with Named Ranges	EX-52
Skill 1.4	Inserting Data Using AutoFill	EX-6	Skill 2.10	Using Logical Functions	EX-54
Skill 1.5	Inserting and Deleting Cells	EX-7	Skill 2.11	Calculating Loan Payments Using the PMT Function	EX-56
Skill 1.6	Applying Formatting to Cells	EX-8	Skill 2.12		EX-58
Skill 1.7	Changing Fonts	EX-9		Finding Data Using the VLOOKUP Function	
Skill 1.8	Applying Cell Styles	EX-10	Skill 2.13	Creating Formulas Referencing Data from Another Worksheet	EX-60
Skill 1.9	Applying Number Formats	EX-11			
Skill 1.10	Applying Date Formats	EX-13	Skill 2.14	Displaying and Printing Formulas	EX-61
Skill 1.11	Entering Simple Formulas	EX-15	Skill 2.15	Checking Formulas for Errors	EX-62
Skill 1.12	Adding Borders	EX-17	EHIGW	Projects	EX-64
Skill 1.13	Adding Shading	EX-18			
Skill 1.14	Using Format Painter with Excel	EX-19	chapter 3 Formatting the Worksheet		EX-76
Skill 1.15	Using Paste Options	EX-20	Skill 3.1	Applying Themes	EX-77
Skill 1.16	Using Find and Replace in Excel	EX-22	Skill 3.2	Merging Cells and Splitting Merged Cells	EX-79
Skill 1.17	Clearing Cell Content	EX-24	Skill 3.3	Modifying Row Heights and Column Widths	EX-80
Skill 1.18	Changing the Zoom Level	EX-25	Skill 3.4	Inserting and Deleting Rows	EX-81
	Projects	EX-26		and Columns	
chapter 2			Skill 3.5	Freezing and Unfreezing Rows and Columns	EX-83
Using Formulas and Functions		EX-40	Skill 3.6	Hiding and Unhiding Rows	EX-84
Skill 2.1	Using Functions in Formulas	EX-41		and Columns	
Skill 2.2	Using AutoSum to Insert a SUM Function	EX-44	Skill 3.7	Naming Worksheets	EX-85
			Skill 3.8	Changing the Color of Tabs	EX-86
Skill 2.3	Creating Formulas Using the AVERAGE Function	EX-45	Skill 3.9	Inserting and Deleting Worksheets	EX-87
Skill 2.4	Creating Formulas Using Counting Functions	EX-46	Skill 3.10	Moving and Copying Worksheets	EX-89

Skill 3.11	Grouping Worksheets	EX-90	Skill 4.16	Applying Conditional Formatting EX-136 with Top/Bottom Rules	
Skill 3.12	Adding Headers and Footers	EX-91	Chill A 47	FOR THE PARTY OF T	EV 427
Skill 3.13	Splitting Workbooks	EX-92	Skill 4.17 Applying Conditional Formattin with Data Bars, Color Scales,		g EX-137
Skill 3.14	Showing and Hiding	EX-93		and Icon Sets	
	Worksheet Elements		Skill 4.18	Creating PivotTables	EX-138
Skill 3.15	Setting Up Margins for Printing	EX-94	Skill 4.19	Creating PivotCharts Projects	EX-140 EX-141
Skill 3.16	Scaling Worksheets for Printing	EX-96		riojecis	CV-141
Skill 3.17	Changing Worksheet Orientation	EX-98	acce	ss 2010	
Skill 3.18	Inserting Page Breaks	EX-99	chapter 1		10.0
Skill 3.19	Printing Selections,	EX-100	Skill 1.1	Started with Access 2010 Introduction to Access 2010	AC-3
	Worksheets, and Workbooks		Skill 1.2		
Skill 3.20	Printing Titles	EX-101	SKIII 1.2	Using Quick Start Application Parts	AC-5
	Projects	EX-102	Skill 1.3	Using Views in Access 2010	AC-6
chapter 4 Adding Charts and Analyzing Data			Skill 1.4	Navigating Records in a	AC-8
		EX-114		Form or Table	SA SAN
Skill 4.1	Inserting a Column Chart	EX-115	Skill 1.5	Entering Data in a Table	AC-9
Skill 4.2	Working with Pie Charts	EX-117	Skill 1.6	Entering Data in a Form	AC-10
Skill 4.3	Working with Line Charts	EX-118	Skill 1.7	Using Compact & Repair	AC-11
Skill 4.4	Changing the Chart Design	EX-120	Skill 1.8	Backing up a Database	AC-12
Skill 4.5	Changing the Chart Layout	EX-121		Projects	AC-14
Skill 4.6	Changing the Chart Type	EX-123	chapter 2		
Skill 4.7	Moving a Chart		Working	with Tables	AC-21
		EX-125	Skill 2.1	Designing a Table	AC-22
Skill 4.8	Converting Data into Tables	EX-126	Skill 2.2	Adding Fields to Tables in	AC-24
Skill 4.9	Adding Total Rows to Tables	EX-127	CIVIII O O	Datasheet View	
Skill 4.10	Sorting Data	EX-128	Skill 2.3	Adding a Lookup Field from Another Table in	AC-26
Skill 4.11	Using AutoFilter	EX-129		Datasheet View	
Skill 4.12	Working with Sparklines	EX-130	Skill 2.4	Adjusting Column Widths in	AC-29
Skill 4.13	Analyzing Data with Goal Seek	EX-132		Datasheet View	•
Skill 4.14	Analyzing Data with Data Tables	EX-133	Skill 2.5	Changing Data Type in Datasheet View	AC-30
Skill 4.15	Applying Conditional Formatting	EX-134	Skill 2.6	Adding a Total Row	AC-31
	with Highlight Cells Rules		Skill 2.7	Using Attachment Fields	AC-32