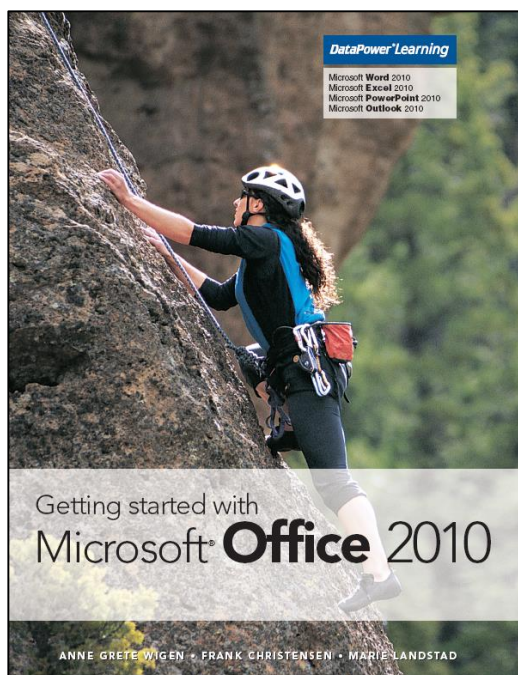


# Getting started with Microsoft® Office 2010



## *Innhold:*

- *Word 2010*
- *Excel 2010*
- *PowerPoint 2010*
- *Outlook 2010*

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## *Jobb smart og effektivt!*

- Backstage-visning inneholder alle filrelaterte funksjoner.
- Nytt integrert utskriftsmiljø med både utskriftsinnstillinger og forhåndsvisning.
- En rekke nye maler kan lastes ned fra Office.com.
- Direkte forhåndsvisning ved innliming.
- Bruk av tema gir en konsekvent layout på alle Office-dokumenter.
- Enkel søking etter tekst ved bruk av den nye navigasjonsruten i Word 2010.
- Formler og funksjoner gjør det enkelt å foreta beregninger i Excel 2010.
- Lesevisningen i PowerPoint 2010 gjør det enkelt å bla gjennom presentasjonen.
- Outlook 2010 har nå samme grensesnitt som de andre Office-programmene.
- Mulighet for automatisk komprimering av store bildevedlegg i Outlook 2010.

# Innholdsfortegnelse

## Word 2010

- 1.1 The application window
- 1.2 Opening, saving and closing
- 1.3 Views
- 1.4 Navigation
- 1.5 New documents
- 1.6 Entering text
- 1.7 Help
- 1.8 Selecting text
- 1.9 Deleting and overtyping text
- 1.10 Symbols and special characters
- 1.11 Undo
- 1.12 Merging and splitting paragraphs
- 1.13 Moving and copying
- 1.14 Find and replace
- 1.15 Spelling and grammar
- 1.16 What is formatting?
- 1.17 Character formatting
- 1.18 Character spacing
- 1.19 Paragraph formatting
- 1.20 Alignment
- 1.21 Indents
- 1.22 Lists
- 1.23 Format Painter
- 1.24 Styles
- 1.25 Previewing and printing

## Excel 2010

- 2.1 What is a worksheet
- 2.2 Designing a worksheet model
- 2.3 The application window
- 2.4 Saving, opening and closing
- 2.5 Views
- 2.6 Navigation
- 2.7 New workbooks
- 2.8 Entering data
- 2.9 Help
- 2.10 Selecting data
- 2.11 Deleting data
- 2.12 Undo
- 2.13 Moving and copying data
- 2.14 Inserting and deleting data
- 2.15 Find and replace
- 2.16 Spell check
- 2.17 Sorting
- 2.18 Formulas
- 2.19 AutoFill
- 2.20 Cell references
- 2.21 Functions
- 2.22 Charts
- 2.23 Previewing and printing
- 2.24 Paper orientation, paper size and scale

## PowerPoint 2010

- 3.1 Application window
- 3.2 Saving, opening and closing
- 3.3 Views
- 3.4 Navigation
- 3.5 Previewing and printing slides
- 3.6 Help
- 3.7 New presentations
- 3.8 New slides
- 3.9 Themes
- 3.10 Entering and editing text
- 3.11 Slide Master
- 3.12 Font formatting
- 3.13 Alignment
- 3.14 Bulleted and numbered lists
- 3.15 Undo
- 3.16 Footers
- 3.17 Spell check
- 3.18 Clip Art
- 3.19 Pictures from file
- 3.20 Working with objects

## Outlook 2010

- 4.1 Electronic mail
- 4.2 Safety and security
- 4.3 Application window
- 4.4 Views
- 4.5 Receiving and reading messages
- 4.6 Previewing and printing messages
- 4.7 Help
- 4.8 Sending messages
- 4.9 Message formats
- 4.10 Entering and editing text
- 4.11 Signatures
- 4.12 Spell check
- 4.13 Attachments
- 4.14 Importance
- 4.15 Flag for follow up
- 4.16 Replying and forwarding
- 4.17 Delivery and read receipts