

## Microsoft Office 2010 Quick Start Guides

**office 2010 quick reference - customguide** - microsoft office 2010 quick reference card the file tab replaces the file menu and office button found in previous versions of microsoft office. common file management commands " save, save as, open, and close " appear at the top of the menu. ribbon: displays the commands and tools you need to perform various tasks.

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**microsoft office 2010 productivity tricks & tips** - microsoft office productivity tips and tricks 8 microsoft excel 2010 - using backstage view & other options microsoft excel 2010 provides a lot of tools and options designed to help improve productivity. for starters, there is the backstageview which contains all the options related to the document you are working with. s include the other feature

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