

TABLE OF CONTENTS

Please note– the finished book is A5 size.

It is the number of A5 pages to which the TOC page numbers refer.

To give you an idea of the thickness of the book, the final number of sheets to construct it is the equivalent of just under 50 x A4 sheets printed double-sided.

ESSENTIAL READING

ABOUT THIS BOOK.....	1
USING THE INSTRUCTIONS.....	5
RIBBON LAYOUT	6

WORD 2010 TOPICS

BEFORE YOU BEGIN - ESSENTIALS	9
QUICK ACCESS TOOLBAR.....	11
BASIC TASKS.....	13
DOCUMENT FORMATTING & LAYOUT.....	18
TEXT FORMATTING & EDITING	29
WORDART.....	39
TABLES.....	41
EXCEL SPREADSHEET OBJECT	50
CONVERTING FILES (CREATED IN AN EARLIER VERSION OF WORD).....	51
GRAPHIC OBJECTS.....	52
CHARTS.....	80
TEXT BOXES.....	83
MAIL MERGE.....	84
MACROS.....	85
INSERTING COMPONENTS	86

CUSTOMISE WORD.....	92
REVIEW RIBBON	94
REFERENCES RIBBON	95

EXCEL 2010 TOPICS

BEFORE YOU BEGIN - ESSENTIALS	99
QUICK ACCESS TOOLBAR.....	101
BASIC TASKS.....	103
HEADERS & FOOTERS	107
WORKSHEET FORMATTING & LAYOUT	112
TEXT FORMATTING AND EDITING	119
CALCULATIONS	126
WORKING WITH DATA	129
CHARTS.....	135
PIVOT TABLES	138
PIVOT CHARTS	143

GRAPHIC OBJECTS.....	145
WORDART.....	163
TEXT BOXES.....	166
MACROS.....	167
CUSTOMISE EXCEL.....	169
REVIEW RIBBON.....	171
INDEX - WORD.....	173
INDEX – EXCEL.....	181