Microsoft Office 2010 Plain & Simple

Katherine Murray

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Get the fast facts that make learning Office 2010 plain and simple! This colorful, no-nonsense guide uses easy-to-follow steps and screenshots, and clear, concise language to show the simplest ways to get things done with Microsoft Word, Excel®, Outlook®, PowerPoint®, Access®, Publisher, and OneNote®.

Here's WHAT You'll Learn

- Create documents, Web pages, and other publications
- Organize your e-mail, calendar, contacts and tasks
- Build spreadsheets to analyze and visualize data
- Set up a simple database
- Capture notes with ink, voice or text

Here's HOW You'll Learn It

- Jump in wherever you need answers
- Easy-to-follow STEPS and SCREENSHOTS show exactly what to do
- Handy TIPS teach new techniques and shortcuts
- Quick TRY THIS! exercises help you apply what you learn right away

From Inside the Book:

Translating Your Text

Today it's not unusual to be working with colleagues or chatting with friends from other countries. Office 2010 now includes improved language tools that help you translate text on the fly. The Mini Transl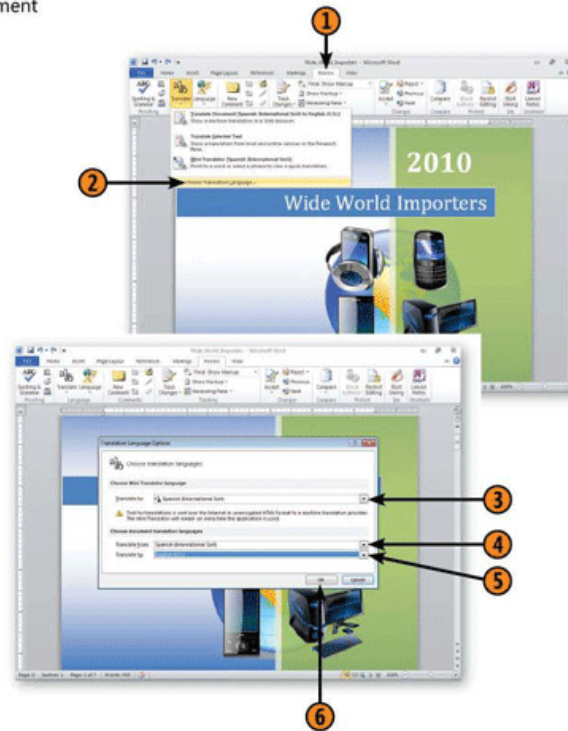ator pops up over your document to provide quick translations within easy reach. And you can now set your language of preference so that correct usage—complete with pronunciation—is only a click away.

Choose a Translation Language

1. On the Review tab, click Translate in the Language group.

2. Click Choose Translation Language.

3. In the Translation Language Options dialog box, click the arrow in the Choose Mini Translator Language and click the language you want to translate to.

4. Click the Translate From arrow and click the language you want to translate from.

5. Click the Translate To arrow and choose the language you want to translate documents and sections to.

6. Click OK.

> **Tip** ✔
>
> You can also install new languages and even install keyboard configurations that enable you to type and proofread your documents with other language character sets. Click Language and choose Language Preferences to install additional languages for your Office 2010 programs.
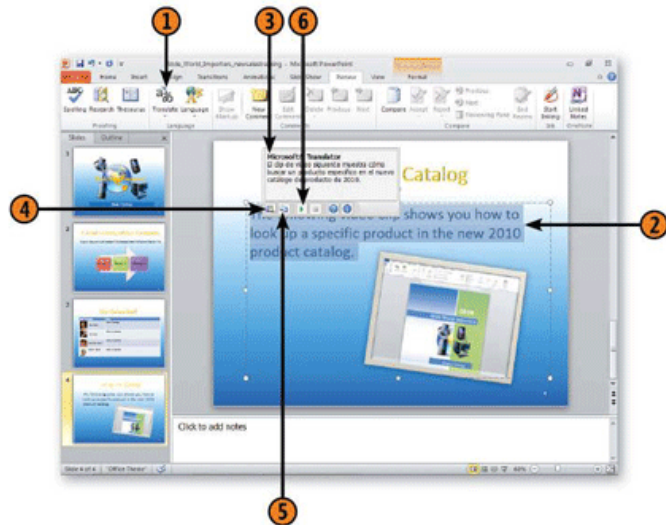
Use the Mini Translator

1. On the Review tab, click Translate in the Language group and click Mini Translator.

2. Select the text in your document you'd like to translate.

3. Hover the mouse pointer over the text and the Mini Translator appears.

4. Click the Expand icon to open the Translation page of the Research task pane so that you can find out more about the translation.

5. Click the Copy icon to copy the translated text for pasting in another location.

6. Click the Play icon to hear the translation pronounced.

> **Tip** ✔
>
> If you plan to use the Play feature so that you can hear the translation pronounced, be sure to have the volume on your computer turned on and set to an adequate level.

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Sheila Cyr:

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