

## *Microsoft Office 2010 First Course Introductory Answers*

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PowerPoint had been included in Microsoft Office from the beginning. PowerPoint 2.0 for Macintosh was part of the first Office bundle for Macintosh which was offered in mid-1989. When PowerPoint 2.0 for Windows appeared, a year later, it was part of a similar Office bundle for Windows, which was offered in late 1990. Both of these were bundling promotions, in which the independent applications ...

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A database is a collection of objects that allow you to store data, organize it and retrieve it in any way you want. What this means is that, with MSAccess you create structures called tables that allow you to organize the data so that it's easy to find later, you create forms that let you input the data into the tables and then you create reports that print selected information from the tables.

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The number pad keys are arranged in four columns and five rows. In our first lesson we will cover the 4-5-6-+ row.. When at rest the fingers of the typist's right hand are positioned, lightly, on the 4-5-6-+ keys.. The right index finger will control the 4 key.; The right middle finger will control the 5 key.; The right ring finger will control the 6 key.; The right little finger will control ...

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