Office 2010 For Dummies



Filesize: 9.6 MB

Reviews

A must buy book if you need to adding benefit. Better then never, though i am quite late in start reading this one. I am very happy to inform you that this is basically the very best book we have study during my own life and could be he finest ebook for possibly.

(Rodger Hane)

OFFICE 2010 FOR DUMMIES



John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, Office 2010 For Dummies, Wallace Wang, A value-priced book-and-DVD bundle for getting started with the latest release of Microsoft Office Eager to harness the power of Office 2010? Then this is the perfect book-and-DVD package for you! Featuring the enormously popular Office For Dummies book, the bundle also includes a must-have three-hour instructional DVD replete with step-by-step instructions covering the most essential Office 2010 tasks. You'll feel as though you have an Office 2010 expert by your side to answer your questions and and walk you through popular topics, such as word processing, presentations, data management and analysis, and much more. You'll quickly and easily feel comfortable with Word, Excel, Outlook, PowerPoint, and Access. * This book-and-DVD bundle is an ideal resource for getting comfortable and confident with the new features of and updates to Office 2010 * Covers Microsoft Office basics in the book, such as typing in Word, navigating an Excel spreadsheet, creating a unique PowerPoint presentation, configuring e-mail with Outlook, designing an Access database, and much more * Provides step-by-step instructions for completing essential Office 2010 tasks on the DVD, including: creating a document, selecting commands from the ribbon, formatting with styles and templates, working with e-mail, adding audio and video to a presentation, designing a database, and more With this book-and-DVD bundle, you'll spend more time working on your Office 2010 projects and less time figuring out how to use the Office applications.



Read Office 2010 For Dummies Online
Download PDF Office 2010 For Dummies

Relevant eBooks



A Kindergarten Manual for Jewish Religious Schools; Teacher's Text Book for Use in School and Home

Rarebooksclub.com, United States, 2012. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book ***** Print on Demand *****. This historic book may have numerous typos and missing text. Purchasers can download...

Read Book »



Most cordial hand household cloth (comes with original large papier-mache and DVD high-definition disc) (Beginners Korea(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: Unknown in Publisher: Henan Science and Technology Press Information Original Price:...

Read Book »



Music for Children with Hearing Loss: A Resource for Parents and Teachers

Oxford University Press Inc, United States, 2014. Paperback. Book Condition: New. 228 x 156 mm. Language: English . Brand New Book. Written by an expert in the field who is both a teacher and a...

Read Book »



Crochet: Learn How to Make Money with Crochet and Create 10 Most Popular Crochet Patterns for Sale: (Learn to Read Crochet Patterns, Charts, and Graphs, Beginner's Crochet Guide with Pictures)

Createspace, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****. Getting Your FREE Bonus Download this book, read it to the end and...

Read Book »



Oxford Reading Tree Read with Biff, Chip, and Kipper: Phonics: Level 3: Such a Fuss (Hardback)

Oxford University Press, United Kingdom, 2011. Hardback. Book Condition: New. 172 x 142 mm. Language: English . Brand New Book. Read With Biff, Chip and Kipper is the UK s best-selling home reading series. It...

Read Book »