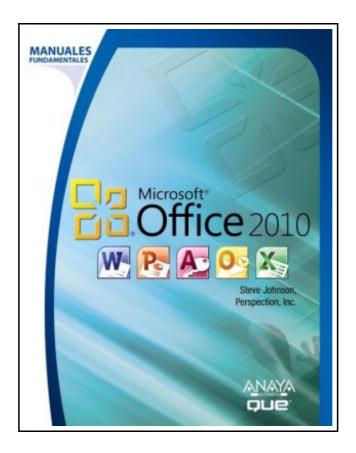
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ANAYA MULTIMEDIA, ANAYA MULTIMEDIA-ANAYA INTERACTIVA, 2010. Rústica (Tapa blanda). Book Condition: Nuevo. Dust Jacket Condition: Nuevo. Office 2010, la nueva versión de la popular herramienta ofimática, se ha convertido en una de las opciones más eficaces y productivas del mercado. Con un entorno mejorado, las nuevas posibilidades que ofrece el menú Archivo y las herramientas de personalización, Microsoft ha cumplido de nuevo el objetivo de hacer su uso más fácil que nunca. El Manual Fundamental de Office 2010 ofrece al lector una guía de referencia rápida y visual que le indicará cómo trabajar con Microsoft Office; a organizar la información y presentarla de forma atractiva utilizando imágenes prediseñadas, diagramas SmartArt, tablas y gráficos, a crear y dar formato a documentos de forma más rápida y con un aspecto profesional con Word, a utilizar las herramientas de organización, procesado y presentación de datos en Access y Excel, a añadir vídeos, sonidos y animaciones para crear sorprendentes presentaciones con PowerPoint, a organizar su correo electrónico y situar sus contactos de Outlook en un mapa global, y mucho más. 1040 LIBRO.



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