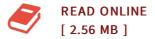# Microsoft Office 2010 on Demand

By Steve Johnson

Que, 2010. Softcover. Book Condition: Neu. Gebraucht - Sehr gut Unbenutzt. Schnelle Lieferung, Kartonverpackung. Abzugsfähige Rechnung. Bei Mehrfachbestellung werden die Versandkosten anteilig erstattet. - An ideal hands-on guide for every advanced beginner-to-intermediate-level user who wants to make the most of the new Office 2010, this book combines step-by-step training with quick-reference material readers can rely on long after they've mastered core skills. Microsoft Office 2010 On Demand is the perfect hands-on guide for every advanced beginner-to-intermediate-level user who wants to make the most of the new Office 2010! Like every On Demand book, it teaches visually, using an easy, friendly, full-color format designed to "show how," instead of "telling how." But that's not all. This book: " Combines step-by-step training with quick-reference material you can rely on long after you've mastered core skills " Provides easy-to-follow task-based coverage, in which most tasks are only one or two pages " Provides additional end-of-chapter workshops and online resources for readers who prefer to learn through hands-on projects " Contains practical troubleshooting help " Presents a detailed list of new features, indexed to where they are covered Covering everything needed to pass the new MCAS and MCAP exams, this book offers tightly focused...

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