## Office 2010 For Dummies



Filesize: 7.69 MB

## Reviews

It in a of the best publication. It really is loaded with knowledge and wisdom You may like the way the blogger write this ebook. (Prof. Shannon Wehner PhD)

## **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 PDFs**

P	DF

Games with Books : 28 of the Best Childrens Books and How to Use Them to Help Your Child Learn - From Preschool to Third Grade Book Condition: Brand New. Book Condition: Brand New.

Save Book »

PDF

Games with Books : Twenty-Eight of the Best Childrens Books and How to Use Them to Help Your Child Learn from Preschool to Third Grade Book Condition: Brand New. Book Condition: Brand New. Save Book »

PDF

Fun to Learn Bible Lessons Preschool 20 Easy to Use Programs Vol 1 by Nancy Paulson 1993 Paperback Book Condition: Brand New. Book Condition: Brand New. Save Book »

PD	F

Alfred s Kid s Guitar Course 1: The Easiest Guitar Method Ever!, Book, DVD Online Audio, Video Software Alfred Music, United States, 2016. Paperback. Book Condition: New. Language: English . Brand New Book. Alfred s Kid s Guitar Course is a fun method that teaches you to play songs on the guitar right... Save Book »

PDF

Alfred s Kid s Piano Course Complete: The Easiest Piano Method Ever!, Book, DVD Online Audio Video Alfred Music, United States, 2016. Paperback. Book Condition: New. 292 x 222 mm. Language: English . Brand New Book. Alfred s Kid s Piano Course is a fun method that teaches you to play songs... Save Book »