



Beginning Microsoft Office 2010

By Guy Hart-Davis

Apress. Paperback. Book Condition: New. Paperback. 752 pages. This book is a practical, step-by-step guide to getting started with Microsoft Office 2010. You'll learn how to create and edit essential office files: documents, spreadsheets, presentations, and more quickly and efficiently. You'll also learn about all of the new updates included with Office 2010. Collaborate on projects in the Cloud and access your files from virtually anywhere with Beginning Microsoft Office 2010, you'll take a hands-on approach to learning everything, new and old, that the world's most popular productivity software suite has to offer. Get started with Office 2010 Basics. Create, store, and share office documents. Use shared Office tools both online and offline. How to keep e-mail, contacts, appointments, notes, and tasks organized. Learn how to use the following Microsoft Office applications: Microsoft Word 2010, Microsoft Excel 2010, Microsoft PowerPoint 2010, Microsoft Outlook 2010, Microsoft OneNote. Who is this book for? This book is for both those new to Office and those who have used previous versions of Office. This item ships from multiple locations. Your book may arrive from Roseburg, OR, La Vergne, TN. Paperback.



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