



## Office in a Minute: Steps for Performing Basic Tasks in Microsoft Office 2010

By Diane L Martin

Createspace Independent Publishing Platform, United States, 2012. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.This book is written as a tutorial for the Microsoft Office novice, and purchaser of its Office Home and Student edition. The book is chock full of large illustrations and directional arrows designed to take the reader step by step through important yet basic steps in using Microsoft Word, Excel, OneNote and PowerPoint applications. Readers will learn more than 35 different functions per application. Those Microsoft users who have yet to work with PowerPoint and OneNote will appreciate the simplicity the author brings to acquainting readers with these popular and increasingly must-have applications for anyone interested in reentering the workplace, upgrading their skills or increasing their marketability. These self-paced tutorials also include chapter timings to provide the reader with the estimated time necessary to complete all of the tasks, a feature largely unheard of among conventional how to books. When asked about the timings feature, the author responded, I want readers to appreciate that most of these tasks can be performed in less than two minutes, and therefore mastering them quickly is possible and is...



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