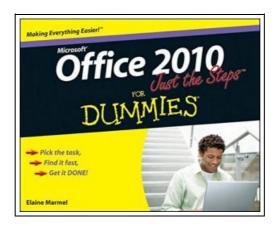
Office 2010 Just the Steps For Dummies



Filesize: 2.25 MB

Reviews

Basically no words to describe. It is filled with knowledge and wisdom I am just pleased to let you know that this is actually the greatest publication i have read within my individual lifestyle and may be he best publication for at any time.

(Prof. Ron Gaylord II)

OFFICE 2010 JUST THE STEPS FOR DUMMIES



John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, Office 2010 Just the Steps For Dummies, Elaine J. Marmel, Diane Koers, Quickly and easily perform tasks in any Microsoft Office 2010 application! As the world's leading suite of productivity software, Microsoft Office enables you to complete common business tasks, including word processing, e-mail, presentations, data management and analysis, and much more. With this fun and friendly guide, veteran author Elaine Marmel presents you with concise, step-by-step instructions for quickly and easily accomplishing the most popular tasks in Word, Excel, Outlook, and PowerPoint. Decide on a task you are eager to undertake, find it quickly in the featured easy-to-read format, and get it done smoothly with this Just the Steps guide! You Il discover how to insert pictures into a Word document, create PivotTables in Excel, add sound to a PowerPoint presentation, import contacts into Outlook, create a mail merge document with Outlook contacts, and much more. * Presents indispensible advice for accomplishing specific tasks in any of the applications included in Microsoft Office 2010, including Word, Excel, Outlook, and PowerPoint * Demonstrates how to insert pictures in a Word document, create PivotTables in Excel, add sound to a PowerPoint presentation, and import contacts into Outlook * Includes unique coverage of performing tasks that work across programs, such as creating a mail merge using Word and Outlook, and embedding an Excel chart in PowerPoint With this efficient guide helping you quickly accomplish specific tasks in Office 2010, you won't know what to do with all your free time!.



Read Office 2010 Just the Steps For Dummies Online

Download PDF Office 2010 Just the Steps For Dummies

Other eBooks



Hands Free Mama: A Guide to Putting Down the Phone, Burning the To-Do List, and Letting Go of Perfection to Grasp What Really Matters!

ZONDERVAN, United States, 2014. Paperback. Book Condition: New. 211 x 137 mm. Language: English . Brand New Book. Rachel Macy Stafford s post The Day I Stopped Saying Hurry Up was a true phenomenon on...

Save Book »



Trini Bee: You re Never to Small to Do Great Things

Createspace Independent Publishing Platform, United States, 2013. Paperback. Book Condition: New. 216 x 216 mm. Language: English. Brand New Book ***** Print on Demand ******.Children s Book: Trini Bee An Early Learning - Beginner...

Save Book »



Joey Green's Rainy Day Magic: 1258 Fun, Simple Projects to Do with Kids Using Brand-name Products

Fair Winds Press, 2006. Paperback. Book Condition: New. Brand new books and maps available immediately from a reputable and well rated UK bookseller - not sent from the USA; despatched promptly and reliably worldwide by...

Save Book



Learn the Nautical Rules of the Road: An Expert Guide to the COLREGs for All Yachtsmen and Mariners

Fernhurst Books Limited. Paperback. Book Condition: new. BRAND NEW, Learn the Nautical Rules of the Road: An Expert Guide to the COLREGs for All Yachtsmen and Mariners, Paul B. Boissier, Expert information for yachtsmen and...

Save Book »



Crochet: Learn How to Make Money with Crochet and Create 10 Most Popular Crochet Patterns for Sale: (Learn to Read Crochet Patterns, Charts, and Graphs, Beginner's Crochet Guide with Pictures)

Createspace, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****. Getting Your FREE Bonus Download this book, read it to the end and...

Save Book »