



Microsoft Office 2007 Keyboard Shortcuts for Windows (Paperback)

By U C Books

U. C-Abel Books, United States, 2016. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****.*Become fast and productive at office management* Without doubt, your purpose for using a computer keyboard is to be very productive in the work you do, and that is what brought this book to existence. From this book, you will learn to use shortcut keys to perform any task in Microsoft Office 2007, you will learn many keyboard shortcuts, methods, and applications that will help you in your work. All programs of Microsoft Office 2007 are covered to give your computing style a positive touch. You will find the following in this book: Gathering the Basic Knowledge of Keyboard Shortcuts. Basic Keyboard Shortcuts for Microsoft Office 2007. Keyboard Shortcuts for Microsoft OneNote 2007 Keyboard Shortcuts for Microsoft Access 2007 Keyboard Shortcuts for Microsoft Excel 2007 Keyboard Shortcuts for Microsoft Word 2007 Keyboard Shortcuts for Microsoft PowerPoint 2007 Keyboard Shortcuts for Microsoft Publisher 2007 Keyboard Shortcuts for Microsoft InfoPath 2007 Keyboard Shortcuts for Microsoft Groove 2007 Keyboard Shortcuts for Microsoft Outlook 2007. Office 2007 Keyboard Shortcuts, your closest teacher at all times!.



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