


[DOWNLOAD](#)


Microsoft Office 2010

By Bittu Kumar

V S Publishers, India, 2013. Paperback. Book Condition: New. 254 x 178 mm. Language: English . Brand New Book ***** Print on Demand *****.We have moved one step ahead in the arena of student and job-oriented books with the CCL, by enhancing our proven pedagogy to bring together the collective knowledge and wisdom of the world of computers. Books published under this series are specifically designed to engage readers, improve computer skills, and prepare themselves for future success. This comprehensive series with step-by-step instructions and relevant screenshots throughout the text enables readers to have a better understanding of computers. Written in simple and lucid language, without technical jargons, each book of this series is accompanied by an interactive CD/DVD with video tutorials. This book and CD bundle is an ideal resource for getting comfortable and confident with the new features of and updates to Office 2010. The guide book uses easy-to-follow steps and screenshots, and clear, concise language to show the simplest ways to get things done with Microsoft Word, Excel, PowerPoint, Outlook, Access and Publisher. It covers the basics of Microsoft Office, such as typing in Word, navigating an Excel spreadsheet, creating a unique PowerPoint presentation, configuring e-mail with...



[READ ONLINE](#)

[4.84 MB]

Reviews

Extensive manual! Its this type of great read through. This can be for all who statte there was not a worth reading. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- **Dr. Furman Becker V**

The ideal pdf i at any time read. I am quite late in start reading this one, but better then never. You will like the way the author create this book.

-- **Eliane Bednar**