



# Microsoft Office 2010 (Paperback)

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...



### Reviews

This pdf is really gripping and fascinating. It is actually full of knowledge and wisdom I am just delighted to tell you that this is the very best pdf i have got study during my very own daily life and might be he finest pdf for actually.

-- Ms. Althea Kassulke DDS

Comprehensive information for book lovers. This is for all who statte that there had not been a worth studying. Its been printed in an remarkably simple way which is simply following i finished reading through this pdf where actually modified me, change the way i think.

-- Rebekah Smith

# Other eBooks



Children's Educational Book: Junior Leonardo Da Vinci: An Introduction to the Art, Science and Inventions of This Great Genius. Age 7 8 9 10 Year-Olds. [Us English] (Paperback)

Createspace, United States, 2013. Paperback. Book Condition: New. 254 x 178 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.ABOUT SMART READS for Kids . Love Art, Love Learning Welcome. Designed to expand and inspire young minds; this is...



## Programming in D: Tutorial and Reference (Paperback)

Ali Cehreli, 2015. Paperback. Book Condition: New. 254 x 178 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. The main aim of this book is to teach D to readers who are new to computer programming. Although having experience...



#### Strengerer Datenschutz (Paperback)

GBI-Genios Verlag, United States, 2015. Paperback. Book Condition: New. 254 x 178 mm. Language: German . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. Internetuser atmen auf, der Online-Handel kommt ins Schwitzen. Der Entwurf einer EU-weiten Regelung fur einen besseren Datenschutz, den die...



Children's Handwriting Book of Alphabets and Numbers: Over 4,000 Tracing Units for the Beginning Writer (Paperback)

Createspace, United States, 2015. Paperback. Book Condition: New. 254 x 203 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. The Children s Handwriting Book of Alphabets and Numbers provides extensive focus on alphabet tracing and number tracing for the...



Write Better Stories and Essays: Topics and Techniques to Improve Writing Skills for Students in Grades 6 - 8: Common Core State Standards Aligned (Paperback)

Createspace Independent Publishing Platform, United States, 2012. Paperback. Book Condition: New. 277 x 211 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*\*.Mr. George Smith, a children s book author, has been conducting writing workshops at schools since 2004....



# Alphabet Tracing (Paperback)

Createspace, United States, 2015. Paperback. Book Condition: New. 254 x 203 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. Alphabet Tracing, Letters A-Z, provides extensive focus on alphabet tracing and printed letter formation for the preschool and kindergarten beginning...