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Microsoft Office 2010 Quick Check Answers

Andrew Bettany, Andrew Warren

Microsoft Office 2010 Quick Check Answers:

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Microsoft Office 2010 Plain & Simple Katherine Murray,2010-06-24 Get the fast facts that make learning Office 2010 plain and simple This colorful no nonsense guide uses easy to follow steps and screenshots and clear concise language to show the simplest ways to get things done with Microsoft Word Excel Outlook PowerPoint Access Publisher and OneNote Here s WHAT You ll Learn Create documents Web pages and other publications Organize your e mail calendar contacts and tasks Build spreadsheets to analyze and visualize data Set up a simple database Capture notes with ink voice or text Here s HOW You ll Learn It Jump in wherever you need answers Easy to follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS Exercises help you apply what you learn right away [Microsoft Office 2010 with Microsoft Office 2010 Evaluation Software](#)

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Team,2011-03-16 The complete book and video training package for Office 2010 This Microsoft Office 2010 book and video training package from the same professional training experts who also create many training materials for Microsoft is like having your own personal instructor guiding you through each lesson but you work at your own pace The full color book includes 27 lessons that teach you the new features and quirks of Microsoft Office 2010 Each lesson includes step by step instructions and lesson files and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks This jam packed training package takes you well beyond the basics in a series of easy to absorb five minute lessons Shows you how to use Microsoft Office 2010 the new version of the Microsoft Office suite that is available

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