



Picture Yourself Learning Microsoft Office 2010 (2nd Revised edition)

By Diane Koers

Cengage Learning, Inc. Paperback. Book Condition: new. BRAND NEW, Picture Yourself Learning Microsoft Office 2010 (2nd Revised edition), Diane Koers, Featured in the four-color, visual Picture Yourself series, PICTURE YOURSELF LEARNING MICROSOFT OFFICE 2010 is a valuable resource for all readers, beginner to intermediate. Clear, step-by-step instructions walk you through the basics of each application from beginning to end. Helpful tips provide additional information and advice to enhance your Office 2010 experience and help meet your needs. PICTURE YOURSELF LEARNING MICROSOFT OFFICE 2010 is packed with information useful to those who have purchased their first computer and are learning Office 2010 for the first time. Those who have experience with older versions of Office will find this book an excellent way to help them get up to speed on their computing experience, by way of the over 1,000 screenshots to guide your way. You have the option of reading the book from cover to cover, or simply reading the individual programs you are interested in.



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Reviews

Good eBook and helpful one. It really is written in straightforward words and phrases and never confusing. I am just effortlessly could possibly get a enjoyment of looking at a published book.

-- **Romaine Rippin**

The book is great and fantastic. it absolutely was written very properly and beneficial. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- **Lyda Davis II**