


[DOWNLOAD](#)


## Office 2010 For Dummies

By Wallace Wang

John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, Office 2010 For Dummies, Wallace Wang, A value-priced book-and-DVD bundle for getting started with the latest release of Microsoft Office Eager to harness the power of Office 2010? Then this is the perfect book-and-DVD package for you! Featuring the enormously popular Office For Dummies book, the bundle also includes a must-have three-hour instructional DVD replete with step-by-step instructions covering the most essential Office 2010 tasks. You'll feel as though you have an Office 2010 expert by your side to answer your questions and and walk you through popular topics, such as word processing, presentations, data management and analysis, and much more. You'll quickly and easily feel comfortable with Word, Excel, Outlook, PowerPoint, and Access. \* This book-and-DVD bundle is an ideal resource for getting comfortable and confident with the new features of and updates to Office 2010 \* Covers Microsoft Office basics in the book, such as typing in Word, navigating an Excel spreadsheet, creating a unique PowerPoint presentation, configuring e-mail with Outlook, designing an Access database, and much more \* Provides step-by-step instructions for completing essential Office 2010 tasks on the DVD, including: creating a document, selecting commands...



**READ ONLINE**  
[ 6.99 MB ]

### Reviews

*This ebook is definitely not simple to begin on reading but really enjoyable to read through. This really is for all who statte that there had not been a worth reading. You may like how the author publish this ebook.*

-- **Demetrius Buckridge**

*This book may be really worth a read through, and a lot better than other. It is really basic but excitement inside the 50 % in the pdf. I realized this pdf from my dad and i encouraged this publication to learn.*

-- **Curtis Bartell**