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a clear concise guide to the most important features of each of the applications in the office suite as well as the microsoft windows operating system separated into six parts and organized by chapter it teaches the basics of each application in short easy to follow tutorials

this book is a practical step by step guide to getting started with microsoft office 2010 you ll learn how to create and edit essential office files documents spreadsheets presentations and more quickly and efficiently you ll also learn about all of the new updates included with office 2010 collaborate on projects in the cloud and access your files from virtually anywhere with beginning microsoft office 2010 you ll take a hands on approach to learning everything new and old that the world s most popular productivity software suite has to offer get started with office 2010 basics create store and share office documents use shared office tools both online and offline how to keep e mail contacts appointments notes and tasks organized

briefly covering the basics of the office programs this book is a comprehensive reference to the two most heavily used core applications it features roughly 600 pages each on word and excel at the intermediate and advanced feature level tips cautions and troubleshooting advice help users save time

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