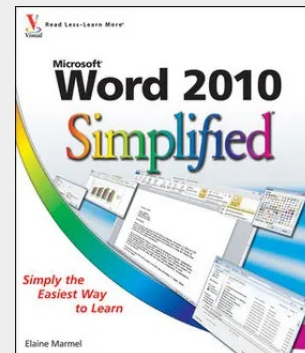


Word 2010 Simplified

Simply the easiest way yet to get up to speed on Word 2010 Microsoft Word 2010 includes all sorts of new features and functionalities, a redesigned interface, new emphasis on collaboration, and many additional changes. Both users of previous editions and those new to the Office applications will appreciate the clear, visual instruction in this book. With step-by-step instructions and large, full-color screen shots demonstrating dozens of Word 2010 tasks, Word 2010 Simplified gets you up and running faster than you ever thought possible. * Word is the most-used application in Microsoft Office, which holds more than 90 percent of the market for Windows-based productivity suites * The new version of Word includes many changes and new features; both newcomers to Word and users of previous editions will appreciate this clear, visual introduction to the program * A streamlined interior with large font and screenshots, makes this guide easy to follow for all users at any age * Covers the basics, document fundamentals, formatting documents and adding graphics, collaborating and sharing documents, how and when to use Office Web Applications, and much more If you learn best when you see how things are done, or if you just want a quick and easy guide to familiarize you with the new features of Word 2010, Word 2010 Simplified fills the bill.

Are you new to computers? Does new technology make you nervous? Relax! You're holding in your hands the easiest guide ever to Word 2010 - a book that skips the long-winded explanations and shows you how things work. All you have to do is open the book and discover just how easy it is to get up to speed. * Open and navigate Word and use Backstage View * Select, insert, delete, and move text * Check spelling and grammar and use the thesaurus * Format text, paragraphs, and documents * Add graphics and wrap text around them * Print documents, envelopes, and labels * "Simplify It" sidebars offer real-world advice * Succinct explanations walk you through step by step * Full-color screen shots demonstrate each task * Self-contained, two-page lessons make learning a snap



23,00 €

21,50 € (zzgl. MwSt.)

Nicht mehr lieferbar

Artikelnummer: 9780470577622

Medium: Buch

ISBN: 978-0-470-57762-2

Verlag: John Wiley & Sons

Erscheinungstermin: 28.04.2010

Sprache(n): Englisch

Auflage: 1. Auflage 2010

Produktform: Kartoniert

Gewicht: 768 g

Seiten: 256

Format (B x H): 217 x 253 mm

