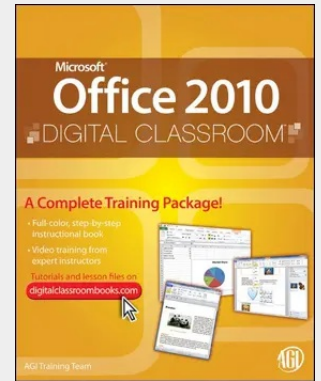


Office 2010 Digital Classroom

The complete book-and-DVD training package for Office 2010! This terrific Office 2010 book-and-DVD package-from the same professional training experts who also create many training materials for Adobe Systems-is like having your own personal instructor guiding you through each lesson, but you work at your own pace! The full-color book includes 21 lessons that teach you the new features and quirks of Microsoft Office 2010. Each lesson includes step-by-step instructions and lesson files, while the DVD 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 in standard 32-bit and now also a 64-bit version * Walks you through 21 lessons, each consisting of easy-to-follow, step-by-step instructions and lesson files in full color that make each task less intimidating * Includes a DVD of tutorials that clearly show you how to do tasks and reinforces what you're learning in the book * Covers exciting new Office 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon * Provides the perfect, one-stop, robust learning package-with book and DVD * Additional resources available on companion Web site: www.digitalclassroombooks.com Learn the ins-and-outs of Office 2010 with this all-in-one, value-packed combo!



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Nicht mehr lieferbar

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