



Microsoft Office Home and Business 2010 - Das Handbuch: Word, Excel, PowerPoint, Outlook, OneNote (German Edition)

Klaus Fahnenstich, Rainer G. Haselier

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Sie möchten sich schnell in Office 2010 zurechtfinden und die neuen Möglichkeiten sofort in der Praxis umsetzen? Das vorliegende Handbuch bietet Ihnen das notwendige Know-how für Word 2010, Excel 2010, PowerPoint 2010, Outlook 2010 und OneNote 2010. Anhand der beiliegenden Beispieldateien erlernen Sie Schritt für Schritt die wichtigsten Arbeitstechniken. Übersichten erleichtern Ihnen den Überblick und Profitipps helfen Ihnen, Zeit zu sparen. Sie finden alle Informationen schnell und gezielt über die vielfältigen Verzeichnisse und Indizes im Buch oder über die Suchfunktionalität im beiliegenden E-Book. Kompetentes Expertenwissen in seiner besten Form: Microsoft Office Home and Business 2010 – Das Handbuch.

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