



It s All About You! 07

By Melanie Gass

DROP WORK NOW, United States, 2007. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.If you are looking for a book to save you time doing your every day tasks, this is the perfect book for you! It s All About You! is a step-by-step reference guide that walks you through tips that will have you saving more time than you can imagine. Written by Melanie Gass, a Microsoft(R) Office(R) expert, she takes the best time-saving features built into Microsoft(R) Office(R) 2007 and shows you how to use them in your daily activities. You ll receive 10 tips in: Word(R) Excel(R) PowerPoint(R) Outlook(R) It s the only book on the market that focuses entirely on tips. And it s the only book written by a Microsoft Expert who personally uses these tips. Take your first step to saving time in your workday and changing your life!.



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