



## Microsoft Office Professional 2010 Step by Step

By Joan Lambert, Joyce Cox, Curtis D. Frye

Microsoft Press, U.S. Paperback. Book Condition: new. BRAND NEW, Microsoft Office Professional 2010 Step by Step, Joan Lambert, Joyce Cox, Curtis D. Frye, Teach yourself exactly what you need to know about using Office Professional 2010—one step at a time! With STEP BY STEP, you build and practice new skills hands-on, at your own pace. Covering Microsoft Word, PowerPoint, Outlook, Excel, Access, Publisher, and OneNote, this book will help you learn the core features and capabilities needed to: \* Create attractive documents, publications, and spreadsheets \* Manage your e-mail, calendar, meetings, and communications \* Put your business data to work \* Develop and deliver great presentations \* Organize your ideas and notes in one place \* Connect, share, and accomplish more when working together".



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