

Microsoft Office Word 2010

Untuk urusan mengetik, membuat laporan berupa angka, membuat presentasi, tidak terlepas dari peran aplikasi perkantoran, Microsoft Office salah satunya. Kita bisa menggunakan Microsoft Office Word, Excel, dan PowerPoint. Ketiga aplikasi ini digunakan hampir oleh setiap orang. Penggunaannya yang sangat mudah, juga menyajikan banyak fitur yang menawan dan meringankan pekerjaan. Di buku ini menjelaskan cara menggunakan Ms. Word, Excel, dan PowerPoint untuk pengguna Microsoft Office 2007 maupun 2010. Baca buku ini dan temukan betapa mudahnya bekerja dengan Microsoft Office. -#mediakita- #serba10ribu
In-depth guidance on Word 2010 from a Microsoft MVP Microsoft Word 2010 arrives with many changes and improvements, and this comprehensive guide from Microsoft MVP Herb Tyson is your expert, one-stop resource for it all. Master Word's new features such as a new interface and customized Ribbon, major new productivity-boosting collaboration tools, how to publish directly to blogs, how to work with XML, and much more. Follow step-by-step instructions and best practices, avoid pitfalls, discover practical workarounds, and get the very most out of your new Word 2010 with this packed guide.

Ce livre vous présente les fonctions essentielles des principaux logiciels de la suite Microsoft Office 2010: le traitement de texte Word 2010, le tableur Excel 2010, le logiciel de présentations animées PowerPoint 2010, le logiciel de messagerie Outlook 2010 et le logiciel OneNote 2010. Vous apprendrez à créer et à mettre en forme un document texte dans Word, à créer et à mettre en forme tableaux et graphiques dans Excel, à créer un diaporama animé dans Power-Point, à envoyer et à gérer vos messages par l'intermédiaire d'Outlook et à créer et gérer notes, bloc-notes et pages dans OneNote. De plus, vous comprendrez tout l'intérêt d'utiliser une suite bureautique en découvrant les outils communs à toutes ces applications et en apprenant à intégrer dans un même document, les différents éléments issus de chaque application (insérer un tableau Excel dans un document Word, par exemple).

Gregg College Keyboarding and Document Processing (GDP), 11e by Ober, Johnson, and Zimmerly: Your complete learning/teaching system. Your guide to success. GDP/11 is an integrated keyboarding system designed to process and score documents created in Microsoft Word. Together, the book and software systematically lead students through each lesson to provide an easy path to success. As a solid product for over 50 years, this version of the GDP software has grown into an online functionality. The same program is now web-based with seamless updates to provide greater accessibility for use at home,

A Skills Approach, Complete

Microsoft Office 2010

Microsoft Word 2010 Step by Step

Microsoft Word 2010 Inside Out

Buku Pintar Microsoft Office 2007 & 2010

Learning Microsoft Word 2010 teaches students the complete set of Microsoft Word skills they need to succeed in the classroom, at home, and on the job. Designed to engage students with numerous hands-on projects that build skills and computer confidence, the text includes coverage of all key features of Microsoft Word.

Microsoft Office Word 2010 QuickStepsMcGraw Hill Professional

Learn to use Microsoft Word 2010 the easy, visual way Word is the most popular application in the Microsoft Office suite, and Word 2010 has some exciting new features. If you learn best when you can see how something is done, you'll find the step-by-step instructions and full-color screen shots make it quick and easy to learn this new version of Word. The visual format helps you understand Word's new features, including Web Apps and the revised user interface. Learn to set up and format documents, work with Web, and more. Word 2010 includes support for typographic features that enable you to create more sophisticated documents This guide shows how to use the new features with step-by-step instructions and full-color views of what you see on the screen at each step Perfect for visual learners who like to see how something is done Covers dozens of common tasks you will use every day Teach Yourself VISUALLY Word 2010 gets you up to speed on the new version of Word quickly and easily.

Office 2010 In Depth is the beyond-the-basics, beneath-the-surface guide for everyone who wants to streamline their work with Office 2010, and get more done in less time. Best selling technology expert Joe Habraken provides specific, tested, proven solutions to the problems Office users run into every day; challenges other books ignore or oversimplify. Habraken thoroughly covers all facets of working with Office 2010's core features and techniques, and powerful new enhancements such as: - The updated custom options menu - Vastly improved image and illustration tools - Live Preview for everyone who Paste, Insert, or Theme change - Improved integration with SharePoint services, Windows Live, and Office Web Apps - And much more Simply put, no other book offers Office 2010 users this much simplicity, usable content, flexibility, and value. As with all In Depth books, Office 2010 In Depth presents comprehensive coverage, breakthrough techniques, exclusive shortcuts, quick access to information, troubleshooting help for those who get stuck or left out. This book is both a reference and a desk-side resource, providing in depth coverage of important Office 2010 applications features and tools. By Joe Habraken, an Office expert and best selling author Covers the hottest new features in Word, Excel, PowerPoint, Outlook, Access, and Publisher For everyone who wants to get the most out of Office 2010, from hobbyists to power users to corporate developers

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Word - Excel - PowerPoint

Microsoft Word 2010 Level 1 (English version)

Microsoft Word 2010 Digital Classroom

Word, Excel, PowerPoint

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The perfect book-and-video training package for Word2010! This Word 2010 book-and-video training package-from the sameprofessional training experts who also create many trainingmaterials for Adobe Systems-is like having your own personalinstructor guiding you through each lesson, but you work at yourown pace! The full-color eBook includes 8 lessons that teach youthe new features and quirks of Microsoft Word 2010. Each lesson includes step-by-step instructions and lesson files, and provides valuable video tutorials that complement what you'relearned clearly demonstrate how to do tasks. This jam-packedtraining package takes you well beyond the basics in a series ofeasy-to-absorb, five-minute lessons. Walks you through 8 lessons, each consisting ofeasy-to-follow, step-by-step instructions and lesson files in fullcolor that make each task less intimidating! Includes all the lesson files from the book and video tutorialsthat clearly show you how to do tasks and reinforces what you'relearning in the book Covers exciting new Word 2010 features such as Office Webapps that can be accessed from anywherean streamlined newRibbon Provides the perfect, one-stop, robust learning package-withbook and supplementary video training!Additional resources available on companion Web site:www.digitaclassroombooks.com Learn the ins-and-outs of Word 2010!

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