



Word 2010 Simplified

By Elaine J. Marmel

John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, Word 2010 Simplified, Elaine J. Marmel, Simply the easiest way yet to get up to speed on Word 2010 Microsoft Word 2010 includes all sorts of new features and functionalities, a redesigned interface, new emphasis on collaboration, and many additional changes. Both users of previous editions and those new to the Office applications will appreciate the clear, visual instruction in this book. With step-by-step instructions and large, full-color screen shots demonstrating dozens of Word 2010 tasks, Word 2010 Simplified gets you up and running faster than you ever thought possible. * Word is the most-used application in Microsoft Office, which holds more than 90 percent of the market for Windows-based productivity suites * The new version of Word includes many changes and new features; both newcomers to Word and users of previous editions will appreciate this clear, visual introduction to the program * A streamlined interior with large font and screenshots, makes this guide easy to follow for all users at any age * Covers the basics, document fundamentals, formatting documents and adding graphics, collaborating and sharing documents, how and when to use Office Web Applications, and much more...



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