



## Microsoft Office Home and Student 2010 Step by Step

By Joan Lambert, Joyce Cox, Curtis D. Frye

Microsoft Press, U.S. Paperback. Book Condition: new. BRAND NEW, Microsoft Office Home and Student 2010 Step by Step, Joan Lambert, Joyce Cox, Curtis D. Frye, Teach yourself exactly what you need to know about using Microsoft Word, Excel, PowerPoint, and OneNote-one step at a time! With STEP BY STEP, you build and practice new skills hands-on, at your own pace. Topics include creating effective documents; using themes, templates, and other formatting tools; building spreadsheets to perform calculations and manage data; producing and delivering compelling presentations; digitally organizing your notes and to-do lists; and other core topics.



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