



Office 2010 eLearning Kit For Dummies

Faihe Wempen

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Create and work with Microsoft Office 2010 with this learning package

Microsoft Office 2010 is the most commonly used office productivity suite and if you're eager to get started using all it has to offer, this value-packed eLearning kit is essential to your learning process. This complete Microsoft Office 2010 course includes a full-color printed book and a Dummies interactive eLearning course on CD. You'll discover the basics of the Office interface, how to navigate it, and how to use the features common to all Office programs. Then you'll get detailed instruction in working with Word, Excel, PowerPoint, and Outlook to make learning easier!

Follow the material sequentially or jump in and out as you wish?it's set up so you can learn at your own pace. Throughout, you will benefit from illustrations, animations, voiceover explanations, and the option of closed captioning if you find you learn better when you can read the instructions.

- Helps self-motivated learners get familiar with Office 2010
- Walks you through creating and formatting a Word document, creating and working with an Excel spreadsheet, managing e-mail and calendars with Outlook, and building a PowerPoint presentation with graphics and sound
- Includes an easy-to-follow, full-color book and an interactive Dummies eLearning Course that corresponds with the book on CD
- Allows you to follow the material sequentially or choose separate sections at your own time and pace

Office 2010 eLearning Kit For Dummies helps you get the very most out of all the applications in the Office 2010 suite.

NOTE: CD-ROM/DVD and other supplementary materials are not included as part of the e-book file, but are available for download after purchase.

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