Google Drive



3-IN-1 Microsoft Word, Powerpoint and Excel 2010: A Complete Guide

Gloria Madumere

Download now

Click here if your download doesn"t start automatically

3-IN-1 Microsoft Word, Powerpoint and Excel 2010: A Complete Guide

Gloria Madumere

3-IN-1 Microsoft Word, Powerpoint and Excel 2010: A Complete Guide Gloria Madumere
3-in-1 MICROSOFT WORD, POWERPOINT AND EXCEL 2010 – A COMPLETE GUIDE is a book written in simple words with rich content. It covers extensively, Microsoft Word, Microsoft PowerPoint and Microsoft Excel. It follows a step by step method, with easy practical illustrations, to help a person who is new to these Microsoft Office packages have a firm grip on how to use them. In this book, part of what you will learn in Microsoft Word includes: • The basics of understanding the Microsoft Word environment • How to type and format your work • How to insert tables, charts, images, word art etc. • How to set your page and paper sizes to suit your work • How to add artistic page borders • How to set an automatic table of content that links directly to where the heading is discussed in your document, • Every possible keyboard shortcut to enable the reader master and perform his tasks with ease In Microsoft PowerPoint, what you will learn includes: • How to design your presentation • How to add transitions and animations to your presentation • How to run a slideshow In Microsoft Excel, you will primarily learn – • How to do basic calculations in Excel using operators • How to do more complex calculations using functions/formulars such as – the summation function, the average/mean function, the product function, the mode and median function, the sine, cosine and tangent function, the square root function and the logarithm function for base ten and other bases. • How to format a cell • How to insert and format a chart All explanations and steps are guided with pictorial illustrations and in simple English such that you can easily understand and perform any task related to Microsoft Word, PowerPoint or Excel.

Download 3-IN-1 Microsoft Word, Powerpoint and Excel 2010: ...pdf

Read Online 3-IN-1 Microsoft Word, Powerpoint and Excel 2010 ...pdf

Download and Read Free Online 3-IN-1 Microsoft Word, Powerpoint and Excel 2010: A Complete Guide Gloria Madumere

---

From reader reviews:

Jess Cooke:

What do you think of book? It is just for students since they are still students or that for all people in the world, the actual best subject for that? Merely you can be answered for that concern above. Every person has different personality and hobby per other. Don't to be obligated someone or something that they don't would like do that. You must know how great in addition to important the book 3-IN-1 Microsoft Word, Powerpoint and Excel 2010: A Complete Guide. All type of book are you able to see on many sources. You can look for the internet options or other social media.

Ramona Wegener:

Nowadays reading books become more than want or need but also get a life style. This reading practice give you lot of advantages. The benefits you got of course the knowledge the particular information inside the book in which improve your knowledge and information. The information you get based on what kind of publication you read, if you want send more knowledge just go with knowledge books but if you want experience happy read one along with theme for entertaining like comic or novel. The particular 3-IN-1 Microsoft Word, Powerpoint and Excel 2010: A Complete Guide is kind of book which is giving the reader unforeseen experience.

David Brouwer:

In this time globalization it is important to someone to obtain information. The information will make anyone to understand the condition of the world. The fitness of the world makes the information easier to share. You can find a lot of sources to get information example: internet, magazine, book, and soon. You can view that now, a lot of publisher that will print many kinds of book. Typically the book that recommended to your account is 3-IN-1 Microsoft Word, Powerpoint and Excel 2010: A Complete Guide this guide consist a lot of the information on the condition of this world now. This kind of book was represented how can the world has grown up. The terminology styles that writer use to explain it is easy to understand. The actual writer made some study when he makes this book. Honestly, that is why this book suitable all of you.

Armida Shipman:

Beside that 3-IN-1 Microsoft Word, Powerpoint and Excel 2010: A Complete Guide in your phone, it could give you a way to get closer to the new knowledge or details. The information and the knowledge you may got here is fresh from oven so don't become worry if you feel like an previous people live in narrow small town. It is good thing to have 3-IN-1 Microsoft Word, Powerpoint and Excel 2010: A Complete Guide because this book offers to your account readable information. Do you occasionally have book but you seldom get what it's all about. Oh come on, that won't happen if you have this in your hand. The Enjoyable blend here cannot be questionable, just like treasuring beautiful island. Use you still want to miss the item? Find this book along with read it from at this point!

Download and Read Online 3-IN-1 Microsoft Word, Powerpoint and Excel 2010: A Complete Guide Gloria Madumere #1VKMZO76HXA

Read 3-IN-1 Microsoft Word, Powerpoint and Excel 2010: A Complete Guide by Gloria Madumere for online ebook

3-IN-1 Microsoft Word, Powerpoint and Excel 2010: A Complete Guide by Gloria Madumere Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read 3-IN-1 Microsoft Word, Powerpoint and Excel 2010: A Complete Guide by Gloria Madumere books to read online.

Online 3-IN-1 Microsoft Word, Powerpoint and Excel 2010: A Complete Guide by Gloria Madumere ebook PDF download

3-IN-1 Microsoft Word, Powerpoint and Excel 2010: A Complete Guide by Gloria Madumere Doc

3-IN-1 Microsoft Word, Powerpoint and Excel 2010: A Complete Guide by Gloria Madumere Mobipocket

3-IN-1 Microsoft Word, Powerpoint and Excel 2010: A Complete Guide by Gloria Madumere EPub