



Office 2010 - der schnelle Umstieg (German Edition)

Inge Baumeister, Anja Schmid

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Sie möchten übersichtlich und effizient die Neuerungen des Betriebssystems Windows 7 und der Office-Programme Word, Excel, Outlook und PowerPoint kennen lernen. Dieses Buch hält den erfahrenen Nutzer nicht mit Bekanntem auf sondern vermittelt kompakt den Umgang mit der neuen Programmoberfläche. Sie erhalten genaue Erläuterungen zu neuen Funktionen und kurze und fündige Zusammenstellungen zur neuen Position altbekannter Befehle.

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