



Easy Microsoft Excel 2010 (UK Edition) (Paperback)

By Que Publishing, Michael Alexander

Pearson Education (US), United States, 2010. Paperback. Condition: New. United Kingdom ed. Language: English . Brand New Book. The easy, visual, full-color guide to Excel 2010: simply the friendliest introduction for every beginner! Degrees 100+ hands-on, step-by-step tasks show novices and inexperienced upgraders the easiest, fastest, most direct way to accomplish common tasks Degrees Written by an experienced Microsoft Excel trainer and author Degrees Fully revamped for Excel 2010 s most powerful new tools and features Degrees Large typeface improves readability and appeals to senior readers ignored by most computer books Summary This year, millions of beginner-to-intermediate-level users will be searching for the easiest possible way to master Excel 2010 s new features - and, with Easy Microsoft Excel 2010 , they ll find exactly what they re looking for. This full color, utterly simple, step-by-step book has been carefully crafted to provide instant access to the 100+ tasks they ll find most useful and valuable. As with all books in the Easy series, it s designed to teach visually: readers never have to work their way through lengthy text explanations. Its large typeface makes it even more accessible to all readers - especially senior readers whose needs are disregarded by most computer books. Written by an experienced Microsoft Excel trainer and author, Easy Microsoft Excel 2010...



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