



Easy Microsoft Excel 2010: See it Done : Do it Yourself (United Kingdom ed)

By Que Publishing, Michael Alexander

Pearson Education (US). Paperback. Book Condition: new. BRAND NEW, Easy Microsoft Excel 2010: See it Done : Do it Yourself (United Kingdom ed), Que Publishing, Michael Alexander, The easy, visual, full-color guide to Excel 2010: simply the friendliest introduction for every beginner! 100+ hands-on, step-by-step tasks show novices and inexperienced upgraders the easiest, fastest, most direct way to accomplish common tasks Written by an experienced Microsoft Excel trainer and author Fully revamped for Excel 2010's most powerful new tools and features 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 fullcolor, 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...



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