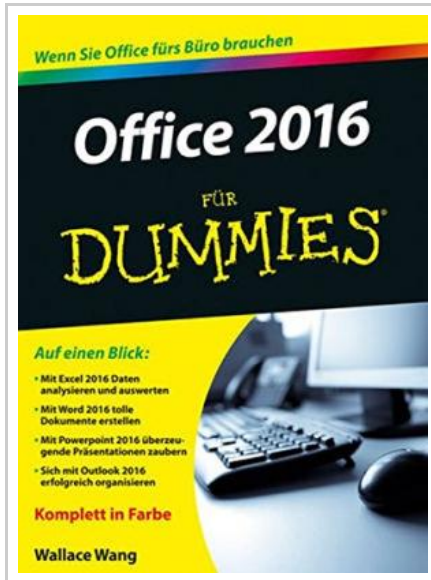




Office 2016 für Dummies

By Wallace Wang

Wiley VCH Verlag Gmbh Jan 2016, 2016. Taschenbuch. Book Condition: Neu. 24x17.6x cm. Neuware - Nutzen Sie die Office Programme, wollen sie aber gar nicht bis ins letzte Detail kennen Dann ist dies das richtige Buch für Sie. Wallace Wang erkundet mit Ihnen die fünf gängigsten Office 2016-Programme (Word, Excel, PowerPoint, Outlook und OneNote) und stellt Ihnen die Neuerungen vor. Formatieren Sie Ihre Texte mit System, erstellen Sie übersichtliche Tabellen, gestalten Sie packende Präsentationen. Und auch wenn dieses Buch Ihnen hauptsächlich einen knappen Überblick über die Programme liefert, werden Sie mit Sicherheit den einen oder anderen Kniff kennenlernen, der Ihr Arbeiten mit Office effektiver macht. 372 pp. Deutsch.



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