



Microsoft Word 2010 - Das Handbuch (German Edition)

Klaus Fahrenstich, Rainer G. Haselier

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Sie möchten die Leistungsfähigkeit von Word 2010 nutzen? Sie wollen sich schnell mit dem neuen Bedienungskonzept vertraut machen? Sie wollen die neuen Möglichkeiten sofort umsetzen? Zwei ausgewiesene Word-Experten zeigen Ihnen in diesem Handbuch umfassend und leicht verständlich, wie Sie das Textverarbeitungsprogramm effizient in der Praxis einsetzen. Anhand der beiliegenden Beispieldateien können Sie in Schritt-für-Schritt-Anleitungen die wichtigsten Arbeitstechniken erlernen, hilfreiche Übersichten erleichtern Ihnen den Überblick und Profitipps helfen Ihnen, Zeit zu sparen. Außerdem finden Sie alles, was Sie wissen wollen, schnell und gezielt über die vielfältigen Verzeichnisse und Indizes im Buch oder über die Suchfunktionalität im beiliegenden E-Book. Kompetentes Expertenwissen in seiner besten Form: Microsoft Office Word 2010 – Das Handbuch.

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