



Word 2010 und Excel 2010 für Dummies (German Edition)

Dan Gookin, Greg Harvey

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Word & Excel - fast jeder arbeitet mit diesen beiden Office-Anwendungen von Microsoft. In diesem Sammelband finden Sie alles Wissenswerte rund um die Alleskönner für Textverarbeitung und Tabellenkalkulation. Die Autoren zeigen Schritt für Schritt, wie Sie Texte und Zahlen eingeben, bearbeiten und löschen und was es beim Speichern und Drucken zu beachten gilt. Außerdem erklären sie, wie Sie in Word mit Formatvorlagen arbeiten und mit Excel kleine Datenanalysen zaubern. Dazu gibt es viele Tricks und jede Menge Tipps, die das Leben mit Word und Excel leichter machen.



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