

Office 2016 für Dummies Alles-in-einem-Band



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Wiley VCH Verlag GmbH Mrz 2016, 2016. Taschenbuch. Book Condition: Neu. 241x174x43 mm. Neuware - Sie können viel Zeit und Nerven sparen, wenn Sie sich mit Office immer besser auskennen! Grund genug, um sich von Peter Weverka in die Programme und die Funktionen von Office 2016 einführen zu lassen. Sie finden in diesem umfassenden Werk übersichtliche Anleitungen für die täglichen Aufgaben mit Office und vielfältige Tipps und Anregungen, die Ihnen helfen, Ihre Arbeit effektiver zu gestalten. Das Buch ist übersichtlich strukturiert, sodass Sie schnell finden, was Sie brauchen. Lernen Sie neben den Grundlagen auch die weiterführenden Techniken für die wichtigsten Office-Programme kennen: Word, Excel, PowerPoint, OneNote, Outlook, Access und Publisher. 839 pp. Deutsch.



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