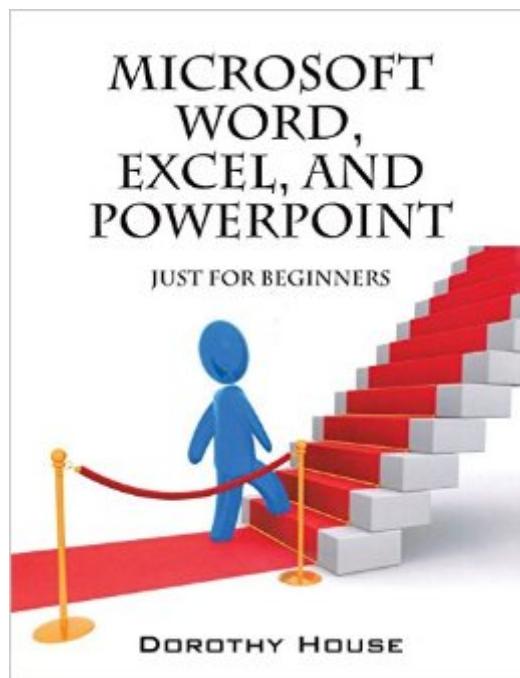


The book was found

Microsoft Word, Excel, And PowerPoint: Just For Beginners



Synopsis

Each lesson is presented in a step-by-step process. Once you master the lesson, you are provided with an exercise related to the lesson that will reinforce your learning. The steps are clearly explained, and provide a thorough illustration of the task to be performed. This book is the perfect computer applications manual for the novice user. You will gain confidence, and you will be able to easily complete the lessons, with ease.

Book Information

Paperback: 128 pages

Publisher: Outskirts Press (January 29, 2015)

Language: English

ISBN-10: 1478736755

ISBN-13: 978-1478736752

Product Dimensions: 8.5 x 0.3 x 11 inches

Shipping Weight: 11.2 ounces (View shipping rates and policies)

Average Customer Review: 3.8 out of 5 starsÂ See all reviewsÂ (5 customer reviews)

Best Sellers Rank: #808,083 in Books (See Top 100 in Books) #94 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint #182 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Word #184 inÂ Books > Computers & Technology > Computer Science > Bioinformatics

Customer Reviews

Book way over priced. Not worth ordering. Very basic instructions that is not used or need to be learned for everyday use. Delivery good is all I can say nice about this product. I would never order it again. Felt like I was duped into buying if because the teacher who recommended the book is also the author.

This book has really helped me. In fact, it helped me to get a job. I used this book to freshen up on my computer application skills, and it truly helped me to get the job as an administrative assistant.

This book is a God send for it has helped me with all aspects of Microsoft. I now do not consider myself a beginner because of this book. 5 stars and if i could give 6 i would.

Good with the glass room.

Easy to understand all in this book and I just learning fast from this book. So simple but perfect for beginners!!!!

[Download to continue reading...](#)

Warriors Word Scramble: Word Scramble Games - Word Search, Word Puzzles And Word Scrambles (Word Games, Brain Games, Word Search, Word Search Games, Word ... Scramble, Word Scrabble, Unscramble Word) Excel: The Complete Beginners Guide - Boost Your Productivity And Master Excel In Just 24 Hours! (Excel, Microsoft Office, MS Excel 2016) Microsoft Word, Excel, and PowerPoint: Just for Beginners Word Search Book for Adults: Word Search Puzzles to Improve Memory and Exercise: word search, word search books, word search books for adults, adult word search books, word search puzzle books Word Search Puzzles Large Print: Large print word search, Word search books, Word search books for adults, Adult word search books, Word search puzzle books, Extra large print word search PowerPoint Video Magic: A Skill Booster Guide on Using Microsoft PowerPoint for Professional Video Production Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book Office VBA Macros You Can Use Today: Over 100 Amazing Ways to Automate Word, Excel, PowerPoint, Outlook, and Access Pocket Shortcut: Windows10,Word,Excel,Powerpoint EXCEL: Strategic Use of the Calc Spreadsheet in Business Environment. Data Analysis and Business Modeling (Functions and Formulas, Macros, MS Excel 2016, Shortcuts, Microsoft Office) Aprender PowerPoint 2013 con las t cnicas esenciales / Learn PowerPoint 2013 with the essential techniques (Spanish Edition) How To Create Word Forms With ActiveX Controls (How To Create Forms In Word & Excel 2010) Enhanced Microsoft Excel 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions) Excel VBA Programming: Learn Excel VBA Programming FAST and EASY! (Programming is Easy Book 9) Excel Conditional Formatting: Tips You Can Use Immediately To Make Your Data Stand Out (Data Analysis With Excel Book 3) Reiki: The Ultimate Guide to Mastering Reiki for Beginners in 30 minutes or Less! (Reiki - Reiki Healing - Reiki For Beginners - Yoga for Beginners - Meditation ... Beginners - Kundalini For Beginners - Zen) Color to Release Your Anger (BLACK & WHITE Special Edition): The SPECIAL EDITION Adult Book with 80+ Intense 3D Swear Word Book Pages (Adult Books, Books ... Swear Word Books) (Just F*cking Color 4) Unscrambled - The Ultimate Anagram Solver for Scrabble, Words With Friends, and most popular word games! (Word Buff's Totally Unfair Word Game Guides Book 3) The Best Large Print Word Search Puzzle Book: A Collection of 50 Themed Word Search Puzzles; Great for Adults and for Kids! (The Best Large Print Word Search Puzzle

Books) (Volume 1) Spanish-English Word Puzzle Book: 14 Fun Spanish and English Word Games (Bilingual Word Puzzle Books) (Spanish Edition)

[Dmca](#)