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Word 2010 eLearning Kit For Dummies

By Lois Lowe

John Wiley & Sons Inc. Paperback. Book Condition: new. BRAND NEW, Word 2010 eLearning Kit For Dummies, Lois Lowe, Use this step-by-step learning package to master Word 2010 Word 2010 is one of the core applications of Microsoft Office and if you're eager to get started using all it has to offer, this value-packed eLearning Kit is essential to your learning process. This complete Word 2010 course includes a full-color printed book and a Dummies interactive eLearning course on CD. You'll discover the basics of the Word interface, how to navigate it, how to get comfortable with the terminology, and how to use its many features. Detailed instructions walk you through real-world exercises and help to make learning easier! Follow the material sequentially or jump in and out as you wish. It's set up so you can learn at your own pace. Throughout, you will benefit from illustrations, animations, voiceover explanations, and the option of closed captioning if you find you learn better when you can read the instructions. * Helps self-motivated learners get familiar with Word 2010 * Walks you through creating and formatting a Word document, guiding you through the entire process so that you get a solid...



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