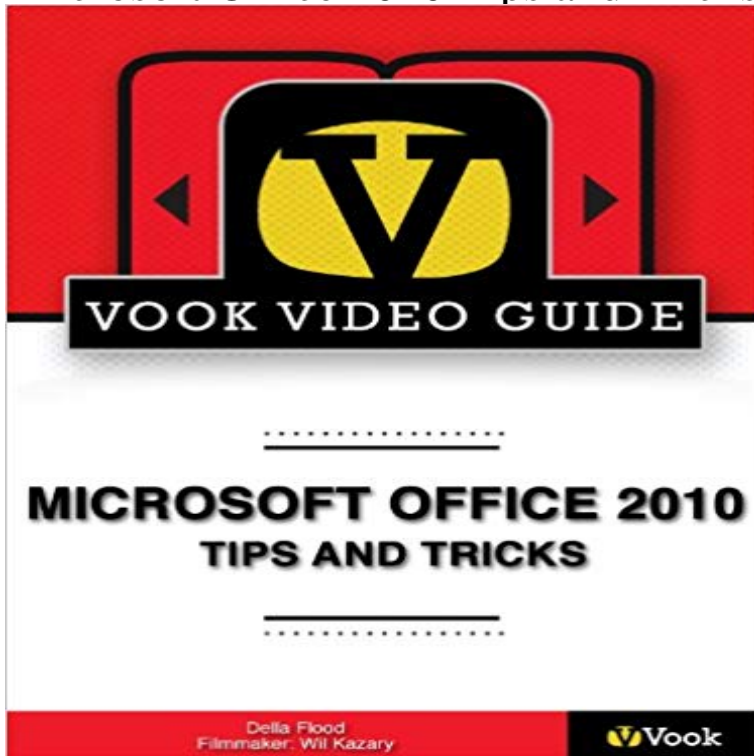


## Microsoft Office 2010 Tips and Tricks: The Video Guide



Improving your Office skills give you a crucial edge, personally and professionally. This guide will help you take your Office experience to the next level and save time daily. Microsoft Office 2010 Tips and Tricks: The Video Guide combines all the latest tips and shortcuts with insightful how-to videos. Step-by-step, clear instructions and video demonstrations will help you to:- Customize multipage documents- Master Quick Parts, Screenshots and Formatting Pictures- Customize tables of contents- Create PivotCharts- Prepare sleeker, fuller presentations...and more!

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