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Microsoft Office 97Word, Excel, PowerPoint & Outlook pour les nulsWord 2007Word, Excel, Powerpoint & Outlook 2016 pour les nulsOffice 2019 For DummiesMicrosoft Office 97 Professional 6 in 1Applications Microsoft Office 97 : Windows 95, Word, Excel, PowerPointWord 2007The Microsoft Home & Office Master GuideQuick Course in Microsoft Office 97Introduction to Microsoft Office 97 : Windows 95, Word, ExcelWord 2007Word 2002Microsoft Office 2007 for WindowsMicrosoft Office 97 : Windows 95, Word, Excel, AccessWord 2010 - Le guide completWord 2000Word⬚Excel⬚PowerPoint⬚⬚500⬚Using Microsoft Office 97Office 2013 For Dummies Bernard Robert Dan Gookin Editions ENI, Dan Gookin Wallace Wang Belleau, Claudette Corinne Hervo William E. Harper Online Press, Inc Belleau, Claudette Pierre Rigollet Collectif Steve Schwartz Belleau, Claudette Mosaïque Informatique Collectif PCuSER⬚⬚⬚ Thomas E. Barich Wallace Wang

Microsoft Office 97 Word, Excel, PowerPoint & Outlook pour les nuls Word 2007 Word, Excel, Powerpoint & Outlook 2016 pour les nuls Office 2019 For Dummies Microsoft Office 97 Professional 6 in 1 Applications Microsoft Office 97 : Windows 95, Word, Excel, PowerPoint Word 2007 The Microsoft Home & Office Master Guide Quick Course in Microsoft Office 97 Introduction to Microsoft Office 97 : Windows 95, Word, Excel Word 2007 Word 2002 Microsoft Office 2007 for Windows Microsoft Office 97 : Windows 95, Word, Excel, Access Word 2010 - Le guide complet Word 2000 Word⬚Excel⬚PowerPoint⬚⬚500⬚ Using Microsoft Office 97 Office 2013 For Dummies *Bernard Robert Dan Gookin Editions ENI, Dan Gookin Wallace Wang Belleau, Claudette Corinne Hervo William E. Harper Online Press, Inc Belleau, Claudette Pierre Rigollet Collectif Steve Schwartz Belleau, Claudette Mosaïque Informatique Collectif PCuSER⬚⬚⬚ Thomas E. Barich Wallace Wang*

ce livre de la collection mégapoche pour les nuls va vous donner en quelques 900 pages toutes les connaissances qui vous permettront de maîtriser word 2016 excel 2016 outlook 2016 et powerpoint 2016 avec ce livre vous disposez des informations indispensables sur word excel outlook et powerpoint regroupées dans un livre unique chaque sujet de la suite office est traité indépendamment et fait l objet d un livre à part entière vous pouvez à mesure de vos besoins lire la partie qui vous intéresse

comme souvent avec un logiciel le plus compliqué est de localiser les commandes dont nous avons besoin au moment où nous en avons besoin ce livre ne fera pas de vous un gourou d office 2016 mais il vous épargnera bien des journées de stress et des nuits sans sommeil en vous communiquant les informations essentielles à l utilisation conviviale et productive des différents logiciels de cette suite vous apprendrez par exemple à maîtriser les onglets qui longent la partie supérieure de l interface vous découvrirez les dizaines de nouvelles fonctionnalités du programme et plus important encore des raccourcis clavier et des astuces à vous couper le souffle que vous utilisiez

prioritairement word excel powerpoint ou outlook vous apprendrez l essentiel pour maîtriser rapidement les modules de la suite bureautique office 2016 avec office 2016 pour les nuls à vous les rapports sous word les tableaux sous excel les présentations hollywoodiennes avec powerpoint et la messagerie avec outlook vous apprendrez même à publier sur internet tout cela dans la joie et la bonne humeur découvrez la toute nouvelle interface d office 2016 tout l art de s exprimer avec word les outils de rapports et les publications avec word comment mettre fin aux calculs douloureux grâce à excel comment générer des graphiques percutants avec excel des présentations dignes du dernier spielberg avec powerpoint comment utiliser la messagerie avec outlook

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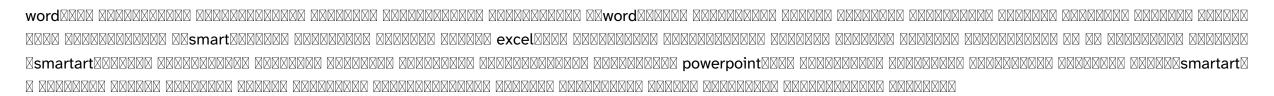
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