



Microsoft Office 2010 Keyboard Shortcuts (Windows Version). (SHORTCUT MATTERS)

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Learn more keyboard shortcuts

This is a book that helps you use shortcut keys to execute various commands in Microsoft Office 2010. It has a tabular nature that saves readers the stress of searching for a long time the keyboard shortcuts they need to execute an action.

The following are what you will find in this book:

1. Gathering the Basic Knowledge of Keyboard Shortcuts.
2. Basic Keyboard Shortcuts for Microsoft Office 2010.
3. Keyboard Shortcuts in Microsoft Excel 2010.
4. Keyboard Shortcuts in Microsoft PowerPoint 2010.
5. Keyboard Shortcuts in Microsoft Word 2010.
6. Keyboard Shortcuts in Microsoft Outlook 2010.
7. Keyboard Shortcuts in Microsoft OneNote 2010.
8. Keyboard Shortcuts in Microsoft Access 2010.
9. Keyboard Shortcuts in Microsoft SharePoint Workspace 2010.
10. Keyboard Shortcuts in Microsoft SharePoint Server (InfoPath) 2010.
11. Keyboard Shortcuts in Microsoft Project 2010.
12. Keyboard Shortcuts in Microsoft Visio 2010.
13. Keyboard Shortcuts in Microsoft Publisher 2010.

It was compiled to help computer users achieve more in their computing activities.
Office 2010 keyboard shortcuts, your closest teacher at all times!

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