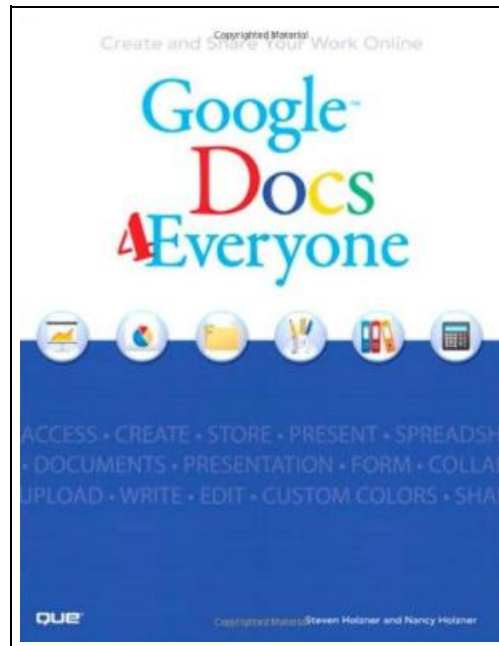


Google Docs 4 Everyone (Paperback)



Filesize: 2.68 MB

Reviews

Undoubtedly, this is the finest job by any article writer. it had been writtern very perfectly and beneficial. Its been printed in an exceedingly simple way in fact it is only following i finished reading this ebook by which basically modified me, modify the way in my opinion.

(Lane Dicki)

GOOGLE DOCS 4 EVERYONE (PAPERBACK)



Pearson Education (US), United States, 2009. Paperback. Condition: New. Language: English . This book usually ship within 10-15 business days and we will endeavor to dispatch orders quicker than this where possible. Brand New Book. Who needs expensive, old-fashioned office software? Now, you can do everything online, free, with Google Docs! Experts Steve and Nancy Holzner offer simple, step-by-step instructions and great insider tips for making the most of Google s powerful online word processing, spreadsheet, and presentation tools. You ll get started fast. learn how to create and format professional-quality documents of all kinds. collaborate with colleagues to build better proposals and presentations. use advanced tools like revision history, templates, and charts. discover Google Docs latest features and shortcuts. and a whole lot more! No matter what kind of documents you create, this book can help you do the job better, faster, and more efficiently. and you ll never pay for office software again! You ll Learn How To * Get your free Google account and set up iGoogle for instant access to your documents * Upload and use the documents you ve already created with Microsoft Office * Use Google Spreadsheet to create charts to display spreadsheet data * Master Google Docs easy, powerful document-editing and formatting tools * Insert images into your documents and presentations * Share documents securely with your colleagues * Back up your documents offline and edit them when you don t have an Internet connection Steven Holzner, former contributing editor at PC Magazine, is author of 108 computer books that have sold more than 2.5 million copies. His most recent Pearson book is Facebook Marketing. Nancy Holzner writes and edits technology books from her home in central New York state. Her recent publications include books on Intuit QuickBase and Zoho. Nancy has also...



[Read Google Docs 4 Everyone \(Paperback\) Online](#)



[Download PDF Google Docs 4 Everyone \(Paperback\)](#)

Other eBooks



13 Things Rich People Won't Tell You: 325+ Tried-And-True Secrets to Building Your Fortune No Matter What Your Salary (Hardback)

Reader's Digest Association, United States, 2013. Hardback. Book Condition: New. 231 x 160 mm. Language: English . Brand New Book. Did you read about the janitor who donated million dollars to his local...

[Download Document >](#)



Read Write Inc. Phonics: Grey Set 7 Non-Fiction 2 a Flight to New York

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. 213 x 98 mm. Language: N/A. Brand New Book. These decodable non-fiction books provide structured practice for children learning to read. Each set of books...

[Download Document >](#)



Daddyteller: How to Be a Hero to Your Kids and Teach Them What's Really by Telling Them One Simple Story at a Time

Createspace, United States, 2013. Paperback. Book Condition: New. 214 x 149 mm. Language: English . Brand New Book ***** Print on Demand *****.You have the power, Dad, to influence and educate your child. You can...

[Download Document >](#)



Learn em Good: Improve Your Child's Math Skills: Simple and Effective Ways to Become Your Child's Free Tutor Without Opening a Textbook

Createspace, United States, 2010. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.From a certified teacher and founder of an online tutoring website-a simple and...

[Download Document >](#)



You Shouldn't Have to Say Goodbye: It's Hard Losing the Person You Love the Most

Sourcebooks, Inc. Paperback / softback. Book Condition: new. BRAND NEW, You Shouldn't Have to Say Goodbye: It's Hard Losing the Person You Love the Most, Patricia Hermes, Thirteen-year-old Sarah Morrow doesn't think much of the...

[Download Document >](#)