



Office 2007 for Seniors In Easy Steps for the Over 50 s: v. 1

By Michael Price

In Easy Steps Limited, United Kingdom, 2009. Paperback. Book Condition: New. 224 x 184 mm. Language: English . Brand New Book. Office 2007 in Easy Steps focuses on the most useful and productive elements of the Microsoft Office 2007 suite, including Word, Excel, Outlook, PowerPoint, and Office Tools, as well as Access and Publisher. Organized by tasks that users want to perform, such as word processing, report writing, printing, calculations, financial statements, presentations, photo editing, slide shows, email, time management, database, files and folders, and finding help, this guide makes it easy for unfamiliar users to achieve their goals. Each program is described in easy-to-follow steps that focus on the job at hand without burying readers in unnecessary details. Every page is packed with visual guides to help users navigate each program exactly.

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