



Microsoft Office for the Older and Wiser: Get Up and Running with Office 2010 and Office 2007

By Sean McManus

John Wiley and Sons Ltd, United Kingdom, 2010. Paperback. Book Condition: New. 208 x 172 mm. Language: English . Brand New Book. Are you new to Microsoft Office software? Looking for instructions that aren't full of complicated computing terms? Microsoft Office for the Older and Wiser can answer all of your queries with its straightforward advice and easy-to-follow layout on using both Office 2010 and Office 2007. Completely jargon-free and aimed at those wishing to extend their computing knowledge, Microsoft Office for the Older and Wiser will have you producing documents in Word, spreadsheets in Excel, slideshows in PowerPoint, and emails in Windows Live Mail in no time. Learn how to: * Type and format a letter * Create an address book * Produce personalised invitations * Publish a newsletter * Form a basic holiday budget * Create a photo slideshow * Keep a digital recipe book * Share and develop ideas over the Internet U3A is a self-help, learning cooperative for those no longer in full-time, gainful employment. Members come together to share their love of learning through educational, creative and leisure activities. U3A offer their members a wide choice of 300+ subjects in areas such as art, foreign...



READ ONLINE
[2.27 MB]

Reviews

The ebook is straightforward in go through preferable to recognize. It typically does not charge too much. Its been designed in an exceptionally straightforward way and it is just following i finished reading this book where basically altered me, affect the way i really believe.

-- **Dr. Reta Murphy**

It becomes an amazing pdf which i actually have at any time read through. This can be for all those who statte there had not been a worthy of reading through. You wont sense monotony at anytime of your own time (that's what catalogues are for relating to should you check with me).

-- **Claud Kris**