

Office 2010 for Seniors For Dummies

Filesize: 2.18 MB

Reviews

This ebook might be worthy of a read, and far better than other. it was writtern really flawlessly and useful. I found out this pdf from my i and dad recommended this ebook to learn. (Prof. Ruben D'Amore PhD)

OFFICE 2010 FOR SENIORS FOR DUMMIES



To download **Office 2010 for Seniors For Dummies** eBook, remember to follow the button below and download the file or have access to other information that are highly relevant to OFFICE 2010 FOR SENIORS FOR DUMMIES ebook.

John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, Office 2010 for Seniors For Dummies, Faithe Wempen, Clear, easy-to-understand instructions for seniors who want to get the most out of Microsoft Office 2010 Seniors are buying computers-both desktops and laptops-in record numbers to stay in touch with family and friends, connect with peers, research areas of interest, make purchases online, or learn a new skill. Assuming no prior knowledge of Microsoft Office, this book is aimed at seniors who are interested in maximizing the capabilities of Microsoft Word, Excel, PowerPoint, and Outlook. Written in large typeface and featuring enlarged figures and drawings to make the book easier to read, this fun and friendly book begins by showing you how to start each application and maneuver the interface. You'll benefit from detailed explanations on how to accomplish specific tasks through the use of examples and templates. Targets seniors who are interested in using the Microsoft Office suite for any number of reasons: keep in touch with family and friends, research topics of interest, shop online, learn a new skill, and more Assumes no prior knowledge of Microsoft Office and walks you through each application: Word (documents), Excel (spreadsheets), PowerPoint (presentations), and Outlook (e-mail) Features a large font for text and enlarged figures and drawings to make the book accessible and easy to read Explains how to open each application and navigate the interface, and clearly demonstrates how to accomplish specific tasks in each application Includes helpful examples and templates of letters, faxes, a budget grid, and more to assist with the learning process With age comes wisdomand with Office 2010 For Seniors For Dummies comes the information you need to establish positive Office 2010 habits!.

Read Office 2010 for Seniors For Dummies Online

Download PDF Office 2010 for Seniors For Dummies

Relevant PDFs



[PDF] The Web Collection Revealed, Premium Edition: Adobe Dreamweaver CS6, Flash CS6, and Photoshop CS6 (Stay Current with Adobe Creative Cloud) Follow the hyperlink beneath to download "The Web Collection Revealed, Premium Edition: Adobe Dreamweaver CS6, Flash CS6, and Photoshop CS6 (Stay Current with Adobe Creative Cloud)" PDF file.

Save Document »



[PDF] Genuine] action harvest - Kunshan Yufeng Experimental School educational experiment documentary(Chinese Edition)

Follow the hyperlink beneath to download "Genuine] action harvest - Kunshan Yufeng Experimental School educational experiment documentary(Chinese Edition)" PDF file.



[PDF] I'll Take You There: A Novel

Follow the hyperlink beneath to download "I'll Take You There: A Novel" PDF file. Save Document »



[PDF] Crochet: Learn How to Make Money with Crochet and Create 10 Most Popular Crochet Patterns for Sale: (Learn to Read Crochet Patterns, Charts, and Graphs, Beginners Crochet Guide with Pictures) (Paperback)

Follow the hyperlink beneath to download "Crochet: Learn How to Make Money with Crochet and Create 10 Most Popular Crochet Patterns for Sale: (Learn to Read Crochet Patterns, Charts, and Graphs, Beginners Crochet Guide with Pictures) (Paperback)" PDF file. Save Document »



[PDF] Dont Line Their Pockets With Gold Line Your Own A Small How To Book on Living Large

Follow the hyperlink beneath to download "Dont Line Their Pockets With Gold Line Your Own A Small How To Book on Living Large" PDF file. Save Document »



[PDF] California Version of Who Am I in the Lives of Children? an Introduction to Early Childhood Education, Enhanced Pearson Etext with Loose-Leaf Version -- Access Card Package

Follow the hyperlink beneath to download "California Version of Who Am I in the Lives of Children? an Introduction to Early Childhood Education, Enhanced Pearson Etext with Loose-Leaf Version -- Access Card Package" PDF file.

Save Document »