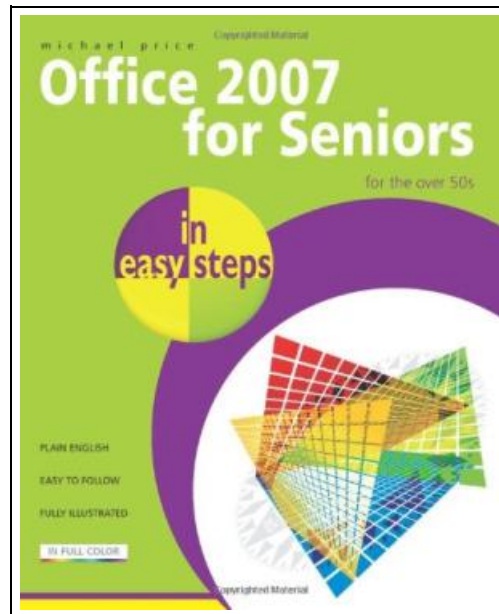


Office 2007 for Seniors In Easy Steps for the Over 50 s: v. 1



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Reviews

The book is great and fantastic. It is written in straightforward words and phrases rather than difficult to understand. You won't really feel monotony at any time of your respective time (that's what catalogues are for regarding should you question me).
(Payton Miller)

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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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