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Microsoft Office Inside Out Ed Bott, Carl Siechert, 2013 Provides timesaving tips, tricks, shortcuts, solutions, and troubleshooting guidelines for Microsoft Excel, Outlook, Word, PowerPoint, and other applications, and explores new features and capabilities of Office 2013.

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Microsoft Office for Windows Ned Racine, Norton, 1995

PC Basics with Windows 7 and Office 2010 Kim Lindros,2010-10-12 This book presents a complete survey of the computer technologies necessary for achieving basic technology literacy. It provides a strong foundation by giving the reader the background needed to make smart buying decisions about computer technology. It then gives a description of the hardware that is the foundation of all of the technologies used every day, whether it's a laptop, personal computer, smartphone, or other digital device. From there, it explains how the Internet actually works. It then guides the reader through engaging, step-by-step tutorials on how to use the Windows 7 operating system and the popular Office 2010 productivity tools, including Word, Excel, and Powerpoint. The book is written in a conversational and engaging style. At the end of each chapter, there are review questions, and a project to apply what has been learned. --

My Microsoft Windows 7 PC Katherine Murray,2011-10-06 The clear, friendly, visual guide to using and personalizing Windows 7 - 100% focused on what you really want to do with Windows 7! Full-color, step-by-step tasks teach you how to do what you want, find what you need, run media like a breeze, connect with anyone, and make your whole computing experience smooth and seamless Packed with screen captures that show you exactly what to do Walks through connecting devices and networks, securely sharing content, and troubleshooting problems This easy, visual tutorial doesn't just introduce new users to Windows 7: it shows how to use Windows 7's coolest new features to personalize your experience around the way you live and work. You learn how to get connected to

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