

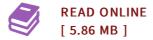
DOWNLOAD PDF

۲T

Behind the Screen with Windows 7 and MS Office 2010 (Paperback)

By Dr Steve Hayes

Lulu.com, United Kingdom, 2012. Paperback. Book Condition: New. 228 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Can you: Tell a Gigahertz from a Megabyte? Tell a titlebar from a taskbar? Organise and back up your files? Swap two names in a document? Make a table of contents in 30 seconds? Work with dates and times in a spreadsheet? Draw and adjust pictures in a document? Send out 100 letters in a morning? Learn how to do these things and much, much more. This aims to be the only computer book many people will need. Simple hands-on exercises show you how to work with Windows, Word and Excel - demonstrating concepts and explaining jargon. You II also learn a bit about the computer itself works so you understand it and it s not so scary. Exorcise your computer fears without breaking the bank or your bookshelf. Other versions of this book are available covering LibreOffice, Ubuntu (not available at publication date of this version), Windows XP and Office 2003.



Reviews

It becomes an amazing ebook that we have possibly read through. It is really simplified but surprises within the 50 % from the ebook. You can expect to like how the blogger compose this book. -- Ms. Shaina Legros III

A very wonderful book with lucid and perfect answers. It is probably the most incredible book i have study. Its been designed in an exceptionally simple way and is particularly just after i finished reading through this publication by which in fact transformed me, alter the way in my opinion.

-- Macey Schneider