



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 ll 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.



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