



## Beginning Windows 7 and Microsoft Office 2010 (Paperback)

By Kiel Emerson

Createspace, United States, 2013. Paperback. Book Condition: New. 254 x 178 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.(Black White Edition) Also available in full-color paperback, or on Kindle. Over 400 Example Images  
Beginning Windows 7 and Microsoft Office 2010 is designed to help those who are new to Windows 7 and Microsoft Office 2010, as well as those that may not have used previous versions of Windows and Office. In this book you will explore the Windows 7 Start Menu, the Windows TaskBar, and the Windows 7 Desktop. You will learn how to use many common desktop applications and learn how to perform common computer tasks. This book will also examine a number of configuration and personalization options for the PC through the Control Panel. Finally, we will explore the Microsoft Office 2010 Suite. You will learn how to use the Ribbon User Interface and how to perform some common tasks in each Microsoft Office program. Beginning Windows 7 and Microsoft Office 2010 provides detailed information on: Physical PC Hardware and Setup  
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