



Office 2010 for Seniors in Easy Steps: For the Over 50s

Michael Price

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In the usual In Easy Steps manner, **Office 2010 for Seniors in easy steps** will make the task of learning this new version easy and painless.

The book covers all the key features that a user needs to know to get up and running in no time.

- Master the updated customizable Ribbon
- Grasp the new Backstage full-screen options
- Learn how to use the new image and illustration tools
- Understand new Office Web Applications

Office 2010 for Seniors in easy steps combs through the new features and covers all the ones the user needs to know, and will use time and time again. All illustrated in full color and in easy bite-size chunks!

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