



## Windows 7 and Office 2010 For Dummies (Mixed media product)

By Andy Rathbone, Wallace Wang

John Wiley and Sons Ltd, United Kingdom, 2010. Mixed media product. Book Condition: New. 178 x 137 mm. Language: English . Brand New Book. Learn Windows 7 and Office 2010 the right way with this handy book-and-DVD deal Windows 7 and Office 2010 are the two most widely used and acclaimed software applications in the world. This value priced book-andtwo DVD bundle will help you access the power of the operating system and Office suite to achieve maximum efficiency, whether you are a new, intermediate or experienced user. From two of the most accomplished computer reference authors of all time, Andy Rathbone and Wallace Wang, this package will give you the understanding needed to take advantage of these essential programs. \* Introduces the new Windows 7 Operating System (OS) and basic interface navigation, managing applications, files and data, printing documents, and preventing common security/safety issues \* Shows you how to get connected to the Internet, create CDs and DVDs, and establish an e-mail account \* Explains Microsoft Office basics such as typing and formatting text in Word, navigating an Excel spreadsheet, and creating a PowerPoint presentation \* DVD contains more than four hours of step-bystep instructions for completing the...



## Reviews

A must buy book if you need to adding benefit. It really is packed with wisdom and knowledge I found out this book from my dad and i encouraged this pdf to understand. -- Mr. Bennie Hirthe

*Most of these publication is the perfect publication offered. It is amongst the most incredible book we have read through. You can expect to like just how the writer write this pdf.* -- Theresa Bartell DVM