Office 2007 For Seniors DUNMIES

Learn to:

- Use Microsoft Word, Excel*,
 Outlook*, and PowerPoint*
- Create family holiday letters, invitations, and other documents
- Build a budget spreadsheet to track expenses
- Set up your Outlook e-mail to keep in touch



Faithe Wempen

Microsoft Office 2007 For Seniors For Dummies

Cary Cooper, Sheena Johnson, Lynn Holdsworth

Microsoft Office 2007 For Seniors For Dummies:

Microsoft Office 2007 For Seniors For Dummies Faithe Wempen, 2009-06-29 Seniors who are new to computers can learn Office applications quickly and easily If you re over 50 and new to computers everything about them can seem intimidating The most common applications you ll want to use are part of the Microsoft Office suite Word Excel PowerPoint and Outlook Microsoft Office 2007 For Seniors For Dummies shows you how to use each one in a straightforward fun manner that takes all the apprehension away This plain English guide shows you just what you need to know to write letters with Word keep a budget with an Excel spreadsheet create fun slideshows with PowerPoint and set up an e mail account using Outlook Microsoft Office 2007 For Seniors For Dummies doesn't assume you were born knowing how to use a computer it starts at the beginning and makes learning easy and quick Each chapter lists the tasks covered with page references to help you locate what you need Shows how to start each application and navigate the elements on the screen Covers how to create documents in Word and provides templates for letters and faxes Explains how to create spreadsheets and includes a grid for budgeting Guides you through creating a PowerPoint presentation Demonstrates how to set up an e mail account with Outlook and communicate with others Microsoft Office 2007 For Seniors For Dummies will have you using basic Office applications in no time and boost your confidence too European History For Dummies Seán Lang, 2011-03-14 Read about the world's smallest continent's incredible history From Greek gods and mad Roman emperors to kings gueens Visigoths and Normans You meet Visigoths in Africa and Normans in Sicily an Italian who talked to his books and another who conquered a kingdom and gave it away Roman emperors who weren t Roman and Holy Roman Emperors who weren t holy or Roman This is the story of Europe's rich history rolled into one thrilling account in plain English European History For Dummies takes you on a fascinating journey through the disasters triumphs people power and politics that have shaped the Europe we know today and you ll meet some incredible characters along the way From Roman relics to the Renaissance World Wars and Eurovision this accessible guide packs in the facts alongside fun tidbits and brings the past alive You meet the two Catholic kings of Spain one was a woman and the Spanish king who never smiled You discover a German monk who split Europe in two because he was so afraid of going to hell And what about the great European war that started when two nobles were thrown out of a window onto a dungheap Well at least they had a soft landing If you don t remember much of what you learned about European history at school if you didn t like those dry school textbooks if you think European history sounds a bit hard but you re interested anyway this is the book for you Inside you ll discover The varied history of the world s smallest continent its origins and its huge impact on the world How the Romans shaped the ancient world what they learned from the Greeks and what they lost to the barbarian tribes The many battles of the Middle Ages and the leaders who waged them The medieval people's great achievements in building and learning Europeans world explorers including Columbus and Vasco da Gama Unfortunate religious wars and the persecution of witches Europe s world domination in the 18th and 19th

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