

MICROSOFT Office 365

USER GUIDE

A Step-by-Step Handbook for Beginners to Master
these Programs for Efficient Workflow



MICHEL M. DUNCAN

Microsoft User Guides

PT Brinkman

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Stones,2021-02-16 Microsoft released the Windows 10 operating system OS for personal computers PC on the 29th of July 2015 This OS remains the latest OS in the market making Microsoft the dominating producer of PC OS The Microsoft Windows 10 comes with some functionality that isis easy to use and which have been part of the former versions of Microsoft Windows Windows 10 also introduced some new features which many users may find difficult to use the first time In contrast other features such as the Recent locations may not be easily accessed or noticeable by newbie users Besides there are various changes made to this new version of Windows such as arranging certain apps on the interface icons representing some items the name of the recycle bin etc Users who do not know about these changes may find it difficult to use this

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