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Marty Matthews

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from this practical fast paced guide Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid **Windows 7 SP1 QuickSteps** Marty Matthews,2011-07-22 Step by Step Full Color Graphics Get up to speed with Windows 7 right away the QuickSteps way Fully updated to cover Windows 7 SP1 Windows Live Mail 2011 and Internet Explorer 9 this book includes color screenshots and clear explanations that show you how to maximize the powerful features and upgrades available in Windows 7 Find out how to navigate and customize your desktop store data manage files connect to the Internet use email add hardware and software work with photos and enjoy multimedia Managing security and setting up a wired or wireless network are also covered Start using Windows 7 in no time with help from this hands on guide The unique oblong layout of the QuickSteps series mimics your computer screen displays graphics and explanations side by side and lays flat so you can easily refer to the book while working on your computer Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid Marty Matthews is the cocreator of the QuickSteps series and the author or coauthor of more than 70 books including the bestselling Windows Vista QuickSteps and Windows 7 QuickSteps **Microsoft Office Word 2010 QuickSteps** Marty Matthews,2010-07-06 Step by Step Full Color Graphics Start using Word 2010 right away the QuickSteps way Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft s powerful word processing application Follow along and quickly learn how to create and format documents add tables charts and graphics use mail merge collaborate with others save Word documents as web pages and much more Get up to speed on Word 2010 in no time with help from this practical fast paced guide Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid **Microsoft Office Excel 2007 QuickSteps** John Cronan,2007-01-09 Color screenshots and clear instructions show you how to use all the new and improved features available in this premier spreadsheet program **Microsoft Office 2010 untuk Dunia Bisnis , Easy Microsoft Office 2010** Tom Bunzel,2010-06-04 SEE IT DONE DO IT YOURSELF It s that Easy Easy Microsoft Office 2010 teaches you the basics of working with Excel PowerPoint Outlook Word OneNote and Office Web Apps Fullyillustrated steps with simple instructions guide you through each task building the skills you need to create and share documents spreadsheets presentations email calendars and more No need to feel intimidated we ll hold your hand every step of the way Learn how to Get started quickly with Word to format and print great looking documents using new QuickStyles Cover Pages and Quick Parts Include tables graphics pictures and diagrams in Word documents that improve the appearance and impact of your documents Build flexible spreadsheets with charts functions Sparklines and PivotTables Use Excel to make calculations and analyze data in

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