



Microsoft Office 2007 Simplified

Sherry Willard Kinkoph

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Are you new to computers? Does new technology make you nervous? Relax! You're holding in your hands the easiest guide ever to Office 2007 -- a book that skips the long-winded explanations and shows you how things work. All you have to do is open the book, follow Chip, your friendly guide -- and discover just how easy it is to get up to speed.

"The Simplified series is very accessible to beginners and provides useful information for more experienced users. For visual learners (like myself), the illustrations are a great help. It's challenging to take a complex subject and express it simply, clearly, concisely, and comprehensively. This book meets the challenge."

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- "Simplify It" sidebars offer real-world advice
- A friendly character called Chip introduces each task
- Full-color screen shots walk you through step by step
- Self-contained, two-page lessons make learning a snap

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