



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.

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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
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