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Titolo	Brilliant Microsoft Office 2010 for the over 50s // Joli Ballew
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Descrizione fisica	1 online resource (ix, 279 p.) : col. ill
Collana	Brilliant guides
Disciplina	005.5
Soggetti	Business - Computer programs
Lingua di pubblicazione	Inglese
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Nota di contenuto	Getting started with Microsoft Office 2010 -- Explore common features -- Save, share and print -- Word basics -- Create a flyer, brochure or for sale sign -- Create a booklet, newsletter or novel -- Share, blog and print -- Excel basics -- Formulas, tables, charts and databases -- Using templates : create a budget, invoice and more -- Share and print -- Outlook and email -- Contacts, calendar, notes and tasks -- Stay organised and be efficient -- PowerPoint basics -- Create a photo album -- Share, present and print.
Sommario/riassunto	This is a visual quick reference book that shows how to get the most out of Office 2010 applications, particularly if you haven't used the Office suite before.