

## Office 2010 For Seniors For Dummies

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### Office 2010 For Seniors For Dummies: Wempen, Faithe ...

Microsoft Office 2010 and 2007 for Seniors (Computer Books for Seniors series)  
Format: Paperback Authors: Studio Visual Steps ISBN10: 9059051777 Published: 2011-04-01Microsoft Office 2010 and 2007 for Seniors (Computer Books for Seniors series)

### Office 2010 For Seniors For

Office 2010 For Seniors For Dummies Cheat Sheet. Microsoft has built shortcuts for many common actions into Office 2010. As a senior working in Office 2010, take advantage of these shortcuts in Word, Excel, and PowerPoint to save time and boost efficiency.

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### Wiley: Office 2010 For Seniors For Dummies - Faithe Wempen

Clear, easy-to-understand instructions for seniors who want to get the most out of Microsoft Office 2010. Seniors are buying computers—both desktops and laptops—in record numbers to stay in touch with family and friends, connect with peers, research areas of interest, make purchases online, or learn a new skill.

## **Bing: Office 2010 For Seniors For**

In the usual In Easy Steps manner, Office 2010 for Seniors in easy steps will make the task of learning this new version easy and painless. The book covers all the key features that a user needs to know to get up and running in no time. - Master the updated customizable Ribbon - Grasp the new Backstage full-screen options

## **Computer Books for Seniors Ser.: Microsoft Office 2010 and ...**

Maureen. 5.0 out of 5 stars Microsoft 2010 for Seniors for Dummies. Reviewed in the United States on October 25, 2011. Format: Paperback Verified Purchase. We are extremely happy with Microsoft Office 2010 because it is written and set out for ordinary people to understand and easy to follow with pictures etc.

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Macro-enabled: This format supports all 2007 and 2010 features, including macros. The file extension ends in the letter M for each one: .docm, .xlsm, and .pptm. Office 97-2003: The file types for the 2007 and 2010 versions of Office are identical. Each application includes a file format for backward compatibility with earlier versions of the application (versions 97 through 2003).

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## **For Seniors: How to Work with Fonts in Office 2010 - dummies**

For Seniors: How to Work with Fonts in Office 2010; For Seniors: How to Work with Fonts in Office 2010. By Faithe Wempen . A font is a standard way of making each letter. (It's also called a typeface.) The font size controls the height of the letters. Across all the Office programs, you can choose different fonts and font sizes for your work.

## **Free Microsoft Office 365 For Students « Free 4 Seniors**

Themes are useful when you want to standardize the formatting across multiple documents or between applications in Office 2010. Themes generally specify settings for fonts, colors, and graphic effects. For example, you may want your résumé and the cover letter that you send with it to be consistent in formatting. Applying the same theme to [...]

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In the usual In Easy Steps manner, Office 2010 for Seniors in easy steps will make the task of learning this new version easy and painless. The book covers all the key features that a user needs to know to get up and running in no time. Office 2010 for Seniors in easy steps combs through the new features and covers all the ones the user needs to know, and will use time and time again.

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## **Microsoft Office 2010 and 2007 for Seniors by Studio ...**

For Seniors: How to Move and Copy Content in Office 2010 By Faithe Wempen For large-scale editing (such as whole paragraphs and pages of text) in Office 2010, you can easily move or copy text and graphics within the same application (even between different data files) or from one application to another.

## **For Seniors: How to Save Your Work in Office 2010 - dummies**

Office 2010 For Seniors For Dummies by Faithe Wempen (May 24,2010) Paperback - January 1, 1657 3.8 out of 5 stars 23 ratings See all formats and editions Hide other formats and editions

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