Microsoft Office for the Older and Wiser: Get up and running with Office 2010 and Office 2007

Sean McManus

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Are you new to Microsoft Office software? Looking for instructions that aren't full of complicated computing terms? **Microsoft Office for the Older and Wiser** can answer all of your queries with its straightforward advice and easy-to-follow layout on using both Office 2010and Office 2007.

Completely jargon-free and aimed at those wishing to extend their computing knowledge, **Microsoft Office for the Older and Wiser** will have you producing documents in Word, spreadsheets in Excel, slideshows in PowerPoint, and emails in Windows Live Mail in no time.

Learn how to:

- **Type and format a letter**
- **Create an address book**
- **Produce personalised invitations**
- **Publish a newsletter**
- **Form a basic holiday budget**
- **Create a photo slideshow**
- **Keep a digital recipe book**
- **Share and develop ideas over the Internet**

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