Behind the Screen with Windows XP and MS Office 2003

Stephen Hayes

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Can you:

Tell a Gigahertz from a Megabyte?
Tell a titlebar from a taskbar?
Organise and back up your files?
Swap two names everywhere in a document?
Make a table of contents in 30 seconds?
Work with dates and times in a spreadsheet?
Draw and adjust pictures in a document?
Send out 100 letters in a morning?

Learn how to do these things and much, much more. This aims to be the only computer book many people will need.

Simple hands-on exercises show you how to work with Windows, Word and Excel - demonstrating concepts and explaining jargon. You'll learn a bit about the computer itself so you understand it and it's not so scary.

Exorcise your computer fears without breaking the bank or your bookshelf.

Print versions of this book are available also covering Windows XP / LibreOffice, and Windows 7 / Office 2010.

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