

Discovering Computers And Microsoft Office 2013

Discovering Computers and Microsoft Office 2007: A Fundamental Combined Approach
Introduction to Information and Computer Literacy
Windows 10 Step by Step
Microsoft Windows Vista On Demand
Solving the Riddle of Microsoft and Your Computer
Illustrated Computer Concepts and Microsoft Office 365 & Office 2016
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Microsoft Office Beginning Windows 10
Microsoft Windows Vista Unleashed
How to Do Anything on a Computer, Microsoft Windows 7
Gary Shelly Ron Gilster Joan Lambert Steve Johnson Mark S. Riddle June Jamrich Parsons Barbara Rowley David S. Evans Kerrie Meyler Gary B. Shelly Michael Miller Dormouse Quillsby Mike Miller David C. Kay Peter Weverka Kleber Stephenson Gary B. Shelly Mike Halsey Paul McFedries John Andrews

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How to Do Anything on a Computer, Microsoft Windows 7 *Gary Shelly*

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preface the inspiration for this book in more than 35 years working with people in the united states air force and with a major defense contractor i have learned a variety of word processing skills these skills did not come easy because personal computers did not become readily available until after 1990 i became exposed to microsoft applications in 1992 i found my self continually asking coworkers how to perform keystrokes i gradually began picking up tricks of the trade as i picked up these helpful nuggets i placed them in a document over time this document grew to a whopping 75 pages a coworker suggested that i write a book that could help others learn how to use their computer since my last name is riddle i decided to name the book solving the riddle of microsoft and your computer solving the riddle of microsoft and your computer takes all the lessons learned throughout these years and puts them in an easy to read format keystrokes are step by step so you can also master how to use computer applications for the brand new employee trying to establish a reputation computer skills is a necessity this book helps level the playing field with more experienced employees features and benefits chapter one provides some useful facts about your computer it describes such things as how to operate your mouse how to modify your screen saver and printer settings how to use the calculator cd player and how to modify pictures using paint chapter two discusses how to use windows explorer i refer to windows explorer as the electronic filing cabinet it provides a means to do a variety of functions to include creating folders finding files copying files changing properties on files changing file names and emptying your trash bin chapter three is the real meat of this book it

provides detailed information on the most useful microsoft word functions you will learn how to use pull down menus toolbars and how to create an interactive table of contents the table of contents provides a complete listing of contents for solving the riddle of microsoft and your computer

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