



Microsoft Office Home and Student 2007: Step by Step

By Joan Preppernau

PHI Learning, 2008. Softcover. Book Condition: New. First edition. Description: Learn Windows Vista the smart way?with expanded coverage of the latest features! Discover how ways to stay organized with Windows Mail, Windows Contact, Windows Live Messenger, Windows Meeting Space, Windows Calendar, Windows Sidebar and security-enhanced features to help protect your PC. Also learn how to work with graphics and documents by using Windows Paint, Notepad, and WordPad. Contents: ? Contents ? About the Authors ? Introducing Windows Vista ? Windows Vista Editions ? Sidebar: Upgrading to Windows Vista ? Let?s Get Started! ? The Microsoft Business Certification Program ? Selecting a Certification Path ? Becoming a Microsoft Certified Application Specialist?Windows Vista ? Taking a Microsoft Business Certification Exam ? For More Information ? Information for New Computer Users ? Using Your Mouse ? Working with Windows ? Giving Instructions ? Message Boxes ? Features and Conventions of This Book ? Minimum System Requirements ? Installing the Practice Files ? Using the Practice Files ? Removing and Uninstalling the Practice Files ? Getting Help ? Quick Reference ? Microsoft is interested in hearing your feedback so we can continually improve our books ? resources for you To...



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