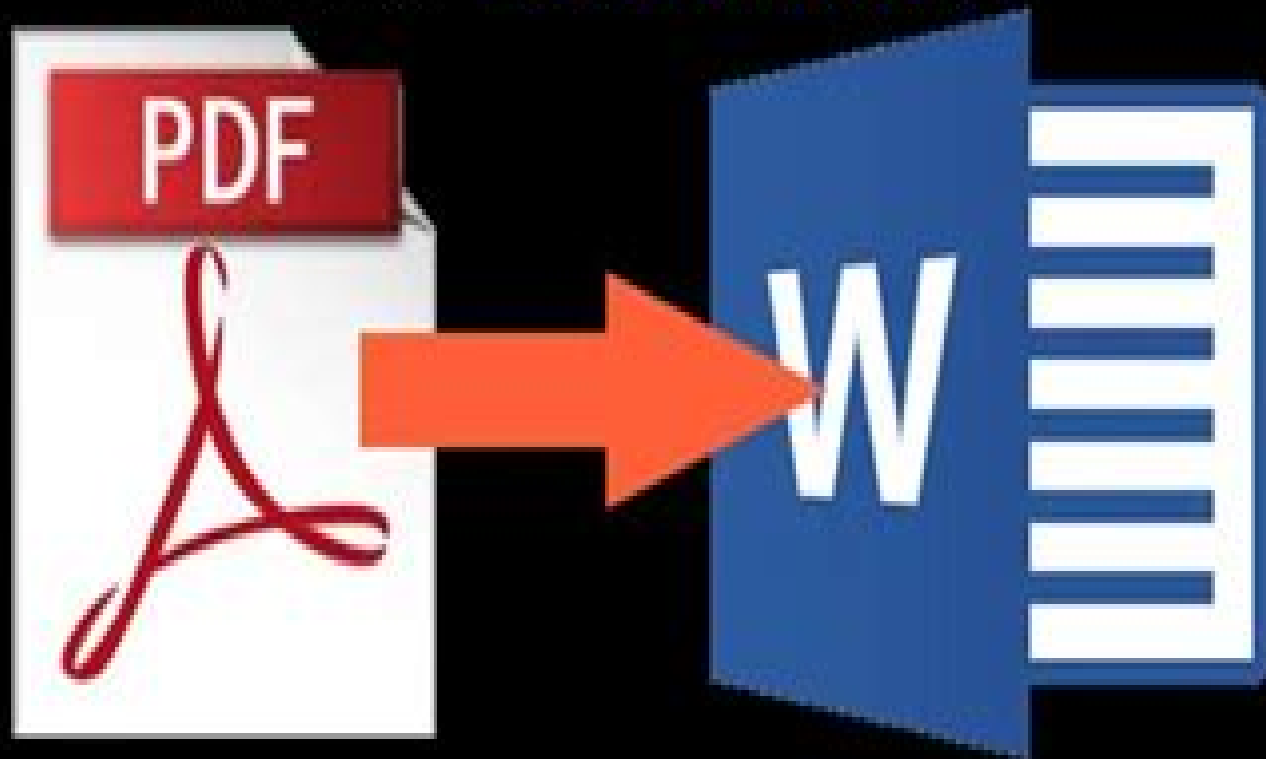


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Solving the Riddle of Microsoft and Your Computer Mark S. Riddle, 2004-01-07

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 myself 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 are 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, including 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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