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Microsoft Office 2010 and 2007 for Seniors (Computer Books for Seniors series) Studio Visual Steps With a focus on Microsoft Word, Excel, and PowerPoint, this manual is written for older adults who wish to become proficient in using the latest versions of these applications. The instructions on each program are user-friendly, written in a step-by-step format, and are shown in individual screenshots that accompany each step. Projects include creating a club magazine, designing a travelogue, organizing a spreadsheet to track finances, and putting together a slide show of pictures. The next step after learning to use an operating system, this guide familiarizes seniors with an extremely useful office suite and allows them to develop their computer skills further.

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