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Clear, easy-to-understand instructions for seniors who want to get the most out of Microsoft Office 2010

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Seniors are buying computers—both desktops and laptops—in record numbers to stay in touch with family and friends, connect with peers, research areas of interest, make purchases online, or learn a new skill. Assuming no prior knowledge of Microsoft Office, this book is aimed at seniors who are interested in maximizing the capabilities of Microsoft Word, Excel, PowerPoint, and Outlook. Written in large typeface and featuring enlarged figures and drawings to make the book easier to read, this fun and friendly book begins by showing you how to start each application and maneuver the interface. You ' ll benefit from detailed explanations on how to accomplish specific tasks through the use of examples and templates. Targets seniors who are interested in using the Microsoft Office suite for any number of reasons: keep in touch with family and friends, research topics of interest, shop online, learn a new skill, and more Assumes no prior knowledge of Microsoft Office and walks you through each application: Word (documents), Excel (spreadsheets), PowerPoint (presentations), and Outlook (e-mail) Features a large font for text and enlarged figures and drawings to make the book accessible and easy to read Explains how to open each application and navigate the interface, and clearly demonstrates how to accomplish specific tasks in each application Includes helpful examples and templates of letters, faxes, a budget grid, and more to assist with the learning process With age comes wisdom—and with Office 2010 For Seniors For Dummies comes the information you need to establish positive Office 2010 habits!

Upon its enactment in July 1988, the Medicare Catastrophic Coverage Act (MCCA) was hailed as the first major expansion of government health care since the creation of Medicare in 1965. Supported by President Reagan, majorities in both houses of Congress, and the nation's largest senior-citizen interest group, the American Association of Retired Persons (AARP), the legislation effectively plugged many of the holes in the existing Medicare system by providing protection against some but not all catastrophic

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health care expenses. Additionally, the consensus behind the MCCA appeared to establish a precedent for expanding social insurance in an era of high federal deficits. However, less than eighteen months later, the House and the Senate, responding to a tidal wave of criticism, would vote to repeal virtually all of the legislation. Utilizing varied source materials, including interviews with policy makers and surveys of senior-citizen opinion gathered by the AARP, Richard Himelfarb undertakes a comprehensive analysis of how and why this unprecedented series of events transpired. In the process, he also examines the politics of federal entitlement programs in an era of high deficits and senior citizens' political influence, topics that are of particular interest in light of recent federal attempts to tackle health care reform.

Wanting to make the most of Microsoft Office 2010? But not sure exactly what it has to offer? Then look no further as this clear, concise guide is the ideal companion for fast and efficient learning. Simply Office 2010 runs you through the main features of the Office applications with simple, step-by-step instructions that show you how to tackle dozens of Microsoft Office tasks, whilst offering practical examples and advice. The simple, yet elegant design features a multitude of images as well as tips & tricks to make this a perfect reference for all ages and abilities. If you are new to Microsoft Office you will find the gentle approach to the software provides a non-intimidating and easy to follow resource that helps you to get to grips with the application quickly - just follow all instructions on screen at your own speed. Each application in the Office suite is covered, including: Word Excel Outlook Publisher PowerPoint Using Office Internet and graphics tools Packed with advice and screen shots, this full-colour visual tutorial is excellent value for money. Learn something new today – read it, try it and become your own expert with Simply Office 2010!

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Your guide to navigating today's workplace and snagging that perfect job Whether you're searching for a new job by choice or necessity, consider this book your life raft. You'll find all the resources you need to job-hunt—from building an online presence and revitalizing your résumé to negotiating a salary and landing that job! The power of people — harness the power of the people you know — friends and family, former colleagues, social media contacts, and more — to network your way to your next job Mirror, mirror on the wall — rehab your résumé and cover letter, build a positive online presence, acquire social media street smarts, and market yourself on LinkedIn Hang your own shingle — join the growing ranks of the self-employed with advice on launching your own business, working as a freelancer, turning a hobby into a profit, and cashing in on your natural gifts Scope it out — discover which jobs are in demand and expected to grow, what they pay, and whether you're qualified

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Peter Walker—reporter at the Guardian and curator of its popular bike blog—shows how the future of humanity depends on the bicycle. Car culture has ensnared much of the world—and it's no wonder. Convenience and comfort (as well as some clever lobbying) have made the car the transportation method of choice for generations. But as the world evolves, the high cost of the automobile is made clearer—with its dramatic effects on pollution, the way it cuts people off from their communities, and the alarming rate at which people are injured and killed in crashes. Walker argues that the simplest way to tackle many of these problems at once is with one of humankind's most perfect inventions—the bicycle. In *How Cycling Can Save the World*, Walker takes readers on a tour of cities like Copenhagen and Utrecht, where everyday cycling has taken root, demonstrating cycling's proven effect on reducing smog and obesity, and improving quality of life and mental health. Interviews with public figures—such as Janette Sadik-Khan, who led the charge to create more pedestrian- and cyclist- friendly infrastructure in New York City—provide case studies on how it can be done, and prove that you can make a big change with just a few cycling lanes and a paradigm shift. Meticulously researched and incredibly inspiring, *How Cycling Can Save the World* delivers on its lofty promise and leads readers to the realization that cycling could not only save the world, but have a lasting and positive impact on their own lives.

Demonstrates tools and techniques for developing an effective Web marketing plan and increasing Web site traffic, including tips on how to take advantage of guerrilla marketing and maximize marketing dollars.