

Microsoft® Office 2010

A Lesson Approach

Microsoft Office 2010 A Lesson Approach

Microsoft Official Academic Course



Microsoft Office 2010 A Lesson Approach:

Microsoft Office Word 2010 Deborah A. Hinkle, Kathleen Stewart, 2011 Getting acquainted with excel Developing workbooks Developing editing and formatting skills **Microsoft Office Word 2010: A Lesson Approach, Complete** Deborah Hinkle, 2010-07-15 Microsoft Office Word 2010 A Professional Approach Complete is written to help you master Microsoft Word The text guides you step by step through the Word features that you are likely to use in both your personal and business life Learning the features of Word is one component of the text and applying what you learn is another component A case study was created to offer the opportunity to learn Word in a realistic business context The case study is about Campbell s Confections a fictional business located in Grove City Pennsylvania All the documents for this course relate to Campbell s Confections The text includes seven units and each unit is divided into lessons There are twenty four lessons each self contained but building on previously learned procedures This building block approach together with the case study and other features enables you to maximize the learning process Provided by publisher **Microsoft Office Excel 2010: A Lesson Approach, Complete** Kathleen Stewart, 2010-07-13 Microsoft Office 2010: A Lesson Approach Deborah Hinkle, 2010-08-17 *Microsoft Office 2010 with Microsoft Office 2010 Evaluation Software* Microsoft Official Academic Course, 2012-01-24 This Microsoft Office 2010 text introduces students to the various applications included in Microsoft Office The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Automated grading via OfficeGrader saves instructors time and enables consistent grading Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics *Exam 77-884 Microsoft Outlook 2010 with Microsoft Office 2010 Evaluation Software* Microsoft Official Academic Course, 2011-10-25 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Outlook 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software Microsoft Official Academic Course, 2011-10-11 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Office PowerPoint 2010 is built from the ground

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