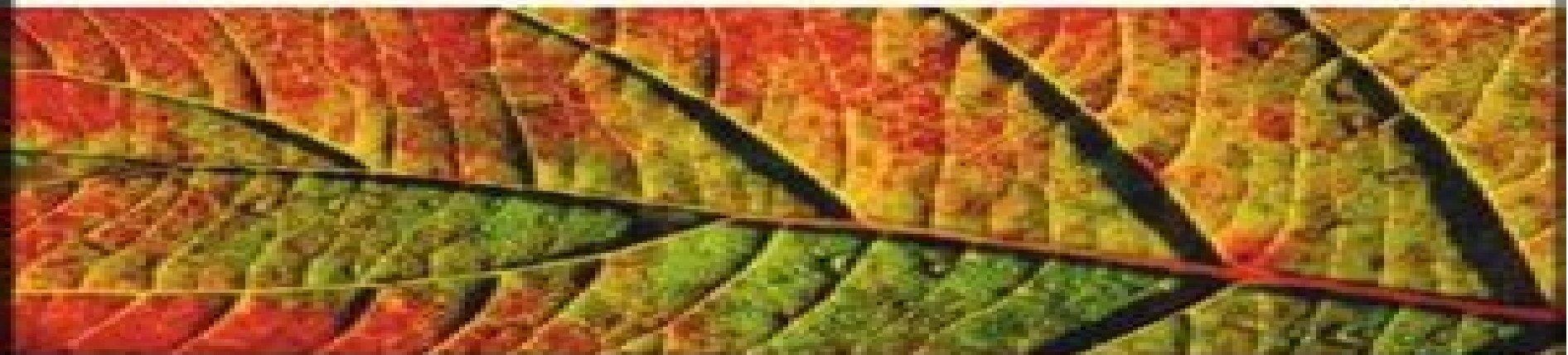


Microsoft® Office 2010



FIRST COURSE



New Perspectives On Microsoft Office 2010 First Course

**Ann Shaffer,Patrick Carey,Kathy T.
Finnegan,Joseph J. Adamski,Beverly B.
Zimmerman**

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New Perspectives on Microsoft Office 2010, First Course Ann Shaffer, Patrick Carey, Kathy T. Finnegan, June Jamrich Parsons, Dan Oja, 2012-05-09 With the New Perspectives critical thinking problem solving approach students will gain a comprehensive understanding of Microsoft Office 2010 and will learn how to take advantage of the flexibility it offers Case based tutorials challenge students to apply what they are learning to real life tasks preparing them to easily transfer skills to new situations With New Perspectives students understand why they re learning what they re learning and are better situated to retain skills beyond the classroom New Perspectives on Microsoft Office 2010 Video Companion Course Technology, Inc, 2011 *Bndl: New Perspectives on Microsoft Office 2010 First Course*, 2011-05 *New Perspectives on Microsoft Office XP* June Jamrich Parsons, Dan Oja, 2002 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft Office XP **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 Beginning Microsoft Office 2010 Guy Hart-Davis, 2011-01-11 This book is a practical step by step guide to getting started with Microsoft Office 2010 You ll learn how to create and edit essential office files documents spreadsheets presentations and more quickly and efficiently You ll also learn about all of the new updates included with Office 2010 Collaborate on projects in the cloud and access your files from virtually anywhere with Beginning Microsoft Office 2010 you ll take a hands on approach to learning everything new and old that the world s most popular productivity software suite has to offer Get started with Office 2010 Basics Create store and share office documents Use shared Office tools both online and offline How to keep e mail contacts appointments notes and tasks organized **Microsoft® Office 2010 Inside Out** Carl Siechert, Ed Bott, 2010-09-27 Dive into the essential features in Microsoft Word 2010 Excel 2010 OneNote 2010 Outlook 2010 and PowerPoint 2010 This supremely organized reference is packed with hundreds of timesaving solutions troubleshooting tips and workarounds It s all muscle and no fluff Let the experts help you become at ease and proficient with every program in the Office family Create great looking documents using expert formatting tips Build spreadsheets for complex calculations and data analysis Save notes clippings web pages

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