



Microsoft Office 2010: Essentials: Textbook W/ Elab & Trial Software

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Microsoft Office 2010: Essentials is an excellent survey of Office 2010 for introductory-level students. Though written for beginning computer users, this text provides an in-depth look at computer concepts and the Office 2010 applications. This full color solution offers: * New exercises incorporating work-readiness skills that reflect SCANS competencies * Online concept review quizzes offering immediate student feedback * Web simulations for Outlook and exercises that cannot always be done in the lab * Seamless integration of video tutorials for every topic in every lesson * Four new case studies feature progressive themes and focus on situations that learners are likely to encounter You'll find the same, relevant topics from previous editions, along with plenty of features new to Office 2010. In the first lessons, students are introduced to basic computer concepts, including components and computer types, hardware and software, and computer security. The Windows lesson includes Windows XP, Vista, and 7, so you don't have to worry if your lab or your student doesn't have a particular version. A new Online Collaboration lesson covers Web 2.0, cloud computing, social networking, and threaded discussions. The following lessons introduce the major Office 2010 applications: Word, Excel, PowerPoint, and Access. The text concludes with a comprehensive, Capstone Integration Project that incorporate all the skills learned in the book.



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