Microsoft Word 2010 Course

Gary B. Shelly, Misty Vermaat

Illustrated Course Guide Jennifer Duffy, 2010-10-01 Loved by students for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for learning Microsoft Word 2010 regardless of your experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Word 2010 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses.

Microsoft Word 2010 Gary B. Shelly, Misty Vermaat, 2010-08-29 Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In MICROSOFT WORD 2010: INTRODUCTORY, International Edition you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Word 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents.

Microsoft Office 2010 David W. Beskeen, Carol Cram, Jennifer Duffy, Lisa Friedrichsen, Elizabeth Eisner Reding, 2012-04-26 Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching Microsoft Office 2010 to both computer rookies and hotshots. Each two-page spread focuses on a single skill, making information easy to follow and absorb. Large, full-color illustrations represent how the students' screen should look. Concise text introduces the basic principles of the lesson and integrates a case study for further application.

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Word 2010 Axzo Press Axzo Press, 2011 This ILT Series course covers the basic functions and features of Word 2010. After an introduction to Word's window components, students will learn how to use the Help system and navigate documents. Then they will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics. Course manual comes with CertBlaster exam prep software (download). This course will help students prepare for the Microsoft Office Specialist exam for Word 2010 (exam 77-881). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Word 2010.

Microsoft Word 2010 Axzo Press Axzo Press, 2011-03-04 his ILT Series course builds on the skills and concepts taught in Word 2010: Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents. Course manual comes with CertBlaster exam prep software (download). This course will help students prepare for the Microsoft Office Specialist exam for Word 2010 (exam 77-881). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Word 2010.

Microsoft Word 2010, Exam 77-881 John Wiley & Sons Inc, Microsoft Official Academic Course (Program), 2011-09-13 Free DreamSpark Premium license for the department available upon adoption Task based approach to learning software uses, features, and commands Maps to 100% of the Microsoft Office Specialist (MOS) exam objectives

Word 2010 eLearning Kit For Dummies Lois Lowe, 2012-05-08 Use this step-by-step learning package to master Word 2010 Publisher's Note- The online training portion of this product is no longer available. Word 2010 is one of the core applications of Microsoft Office and if you're eager to get started using all it has to offer, this value-packed eLearning Kit is essential to your learning process. This complete Word 2010 course includes a full-color printed book and a Dummies interactive eLearning course on CD. You'll discover the basics of the Word interface, how to navigate it, how to get comfortable with the terminology, and how to use its many features. Detailed instructions walk you through real-world exercises and help to make learning easier! Follow the material sequentially or jump in and out as you wish. It's set up so you can learn at your own pace. Throughout, you will benefit from illustrations, animations, voiceover explanations, and the option of closed captioning if you find you learn better when you can read the instructions. Helps self-motivated learners get familiar with Word 2010 Walks you through creating and formatting a Word document, guiding you through the entire process so that you get a solid understanding of the importance and potential of every step Includes an easy-to-follow, full-color book and an interactive Dummies eLearning Course that corresponds with the book on CD Allows you to follow the material sequentially or choose separate sections at your own time and pace Offers chapter summaries, practice exercises, discussions of concepts and essential terms, and much more Word 2010 eLearning Kit For Dummies helps you get the most the software has to offer, so you can start creating Word docs that wow in no time at all! Note: CD-ROM/DVD and other supplementary materials are not included as part of the e-book file, but are available for download after purchase.

Microsoft Word 2010 Beginner's Guidebook Allen Wyatt, 2011-11-02 Microsoft Word 2010 Beginner's Guidebook is the one book you need to best learn to use Microsoft Word. Why? Unlike other books that try to explain how to use every feature, Microsoft Word 2010 Beginner's Guidebook focuses on the most common tasks and explains how to use them in an easy-to-understand format. You can see, right away, how to accomplish your tasks through the use of step-by-step instructions and helpful figures. At each critical juncture, the figures show you exactly what you should see on your screen. You will learn a wealth of information about Word in the course of ten easy-to-read chapters that include: Getting Acquainted with Word 2010, Configuring Word 2010, Creating and Editing Documents, Searching and Replacing Information, Formatting Your Document, Introducing Styles and Templates, Using Tables, Working with Fields, Printing Documents, and Managing Documents and Files. Best-selling author Allen Wyatt has been teaching people how to use Word for decades. He has helped several corporations make the move from other word processing systems to Microsoft Word, and he brings his expertise to the forefront in the clear, concise pages of Microsoft Word 2010 Beginner's Guidebook. He is also the editor of the popular WordTips newsletter, which has been published free on the Internet since 1997. Isn't it time you learn how to use Microsoft Word effectively and productively? Word 2010 For Dummies Dan Gookin, 2010-04-07 Dan Gookin gets you up to speed so you can get down to work with all the new features of Word 2010! Bestselling and guintessential For Dummies author Dan Gookin employs his usual fun and friendly candor while walking you through the spectrum of new features of Word 2010. Completely in tune with the needs of the beginning Word user, Gookin shows you how to use Word guickly and efficiently so that you can spend more time working on your projects and less time trying to figure out how to make Word perform the tasks you need it to do. This newest edition of Word For Dummies explains how to navigate the user interface and take advantages of file formats, and skips the unnecessary jargon. Unparalleled author Dan Gookin applies his beloved For Dummies writing style to introduce you to all the features and functions of Word 2010 Escorts you through the capabilities of Word 2010 without weighing you down with unnecessary technical jargon Deciphers the user interface and shows you how to take

advantage of the file formats The word on the street is that Word 2010 For Dummies is a must-read!

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.

Word 2010 Axzo Press, 2011-02-16 This ILT Series course builds on the skills and concepts taught in Word 2010: Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents. Course manual comes with CertBlaster exam prep software (download). This course will help students prepare for the Microsoft Office Specialist exam for Word 2010 (exam 77-881). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Word 2010.

Go! with Microsoft Word 2010, Brief Shelley Gaskin, Robert L. Ferrett, 2010-06-29 For introductory computer courses on Microsoft Word 2010 or courses in computer concepts with a lab component on Word. Teach the course YOU want in LESS TIME! The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation. This approach is based on clearly defined projects for students and a oneof-a-kind supplements package for instructors.

Microsoft Word 2010 Joyce Cox, Joan Lambert, 2010 This book offers enhanced features to create professional quality documents, easier ways to work together with people and almost-anywhere access to your files. Microsoft Word 2010 Jennifer Duffy, Carol M. Cram, 2011-01-06 Loved by students for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for learning Microsoft Word 2010 regardless of your experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Word 2010 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses.

Illustrated Course Guide: Microsoft Word 2010 Intermediate Jennifer Duffy, 2010-11-18 Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Excel 2010 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Excel 2010 concepts and skills into three manageable levels -- Basic, Intermediate, and Advanced -- perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office Word 2010: Basic Crisp Technical Writers, 2011-08-31 This course provides step by step instruction on how to use Word 2010 to create real-world documents. You'll begin by entering and editing text, saving and modifying documents, and using various formatting options. As you move through the course you'll steadily build on your experience to create a professional document composed of tables, headers and footers, and graphics. The course finishes up with proofing and printing your document.

Microsoft Word with NVDA NV Access, 2016-09-28

GO! with Microsoft Word 2010 Introductory Shelley Gaskin, Robert L. Ferrett, Carol Lynne Martin, 2010-07 For introductory computer courses on Microsoft Word 2010 or courses in computer concepts with a lab component on Word. Teach the course YOU want in LESS TIME! The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation. This approach is based on clearly defined projects for students and a one-of-a-kind supplements package for instructors.

Microsoft Office Word 2010 Deborah A. Hinkle, Kathleen Stewart, 2011 Getting acquainted with excel. Developing workbooks. Developing editing and formatting skills.

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