Office 2010 Vol

Robert Grauer, Mary Anne Poatsy, Michelle Hulett, Cynthia Krebs, keith Mulbery, Keith Mast

Your Office Amy S. Kinser, Patti Hammerle, Diane Lending, Timothy O'Keefe, Nathan Stout, Lynn Hogan, Barbara S. Stover, 2013-04-11 This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications. Your Office is the Office Applications textbook written for instructors who want more than a 'skill & drill' book that enables students to learn discreet tasks but fails to illustrate the big picture of how these skills work together. Your Office bridges the gap between skill and application, and empowers students to master Office 2010 as a tool to solve problems and make decisions. Our cases progress students from learning the skills in each Office Application to using the applications as tools to make business decisions. Our unique modular structure provides a strong foundation for students through practice in each workshop and then synthesizes the objectives covered over two workshops, challenging students to really retain what they learned as opposed to learning and then forgetting soon after. Our series scenario introduces a large global business (the resort and spa) made up of smaller businesses (golf pro shop, spa, restaurants, event planning, etc) featured in the cases that run throughout all four applications. This approach gives students a solid understanding of how an organization works by exposing them to how individuals in all facets of a business interact with tools like Microsoft Office and use information to make decisions.

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Microsoft Office 2010 Robert T. Grauer,2011

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Skills for Success with Microsoft Office 2010 Kris Townsend, 2011

Exploring Microsoft Office 2010, Volume 1: Pearson New International Edition PDF eBook Robert Grauer, Mary Anne Poatsy, Michelle Hulett, Cynthia Krebs, keith Mulbery, Keith Mast, 2013-08-29 For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications. The goal of the Exploring series has been to move students beyond the point and click, helping them understand the why and how behind each skill. The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom. Students go to college now with a different set of skills than they did five years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everybody needs to know. A lot of learning takes place outside of the classroom, and the Exploring series provides learning tools that students

can access anytime, anywhere.

Exploring Microsoft Office 2010, 2011-01-01

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<u>Technology in Action Complete, Myitlab, Skills for Success with Office 2010, Volume 1, and Microsoft Office 2010 180-Day Trial</u> Alan Evans, Mary Anne Poatsy, Kendall Martin, Chris Townsend, 2012-12-28 This package contains: 0132666405: myitlab -- Access Card -- for Office 2010 0132838737: Technology In Action Complete 0132840324: Skills for Success with Office 2010, Volume 1 0133378454: Microsoft Office 2010 180-Day Trial, Spring 2013

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