

Go With Microsoft Office 2010 Volume 1

For use in the Office Applications course. This book is also suitable for students and individuals seeking an introduction to Microsoft Excel 2013. The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an approach that is based on clearly defined projects. Teaching and Learning Experience This program will provide a better teaching and learning experience—for you and your students. Here's how: Personalize Learning: MyITLab delivers proven results in helping students succeed, provides engaging experiences that personalize learning, and comes from a trusted partner with educational expertise and a deep commitment to helping students and instructors achieve their goals. Engage Students with a Project-Based Approach: GO!'s project-based approach teaches students to solve real problems as they practice and learn the features. Motivate Students with Clear Instruction: Based on professor and student feedback, this text has been designed to offer clear instruction for full student comprehension. Teach the Course You Want in Less Time: The GO! series' one-of-a-kind instructional system provides you with everything you need to prepare for class, teach the material, and assess your students.

It's EASIER than ever to get started with Microsoft Office 2010! Navigate your way around the Microsoft Office 2010 suite without getting lost in too many details. Microsoft Office 2010 Demystified shows you the ropes and explains the new, handy, and most popular functions of each application. Written in a step-by-step, tutorial format, this practical guide begins with an overview of the suite and the universal features that can be used in all of the individual programs. Then, you'll drill down into the specifics of Word, Excel, PowerPoint, Outlook, and Access. Detailed explanations and screenshots make it easy to understand the material, and end-of-chapter quizzes and a final exam help reinforce key concepts. It's a no-brainer! You'll learn how to: Create great-looking Word documents Crunch numbers and get graphical in Excel spreadsheets Develop persuasive PowerPoint presentations Manage your email, tasks, calendar, and contacts with Outlook Build and manage Access databases Simple enough for a beginner, but challenging enough for an advanced student, Microsoft Office 2010 Demystified helps you master this powerful suite of applications.

We have moved one step ahead in the arena of student and job-oriented books with the CCL, by enhancing our proven pedagogy to bring together the collective knowledge and wisdom of the world of computers. Books published under this series are specifically

designed to engage readers, improve computer skills, and prepare themselves for future success. This comprehensive series with step-by-step instructions and relevant screenshots throughout the text enables readers to have a better understanding of computers. Written in simple and lucid language, without technical jargons, each book of this series is accompanied by an interactive CD/DVD with video tutorials. This book and CD bundle is an ideal resource for getting comfortable and confident with the new features of and updates to Office 2010. The guide book uses easy-to-follow steps and screenshots, and clear, concise language to show the simplest ways to get things done with Microsoft Word, Excel, PowerPoint, Outlook, Access and Publisher. It covers the basics of Microsoft Office, such as typing in Word, navigating an Excel spreadsheet, creating a unique PowerPoint presentation, configuring e-mail with Outlook, designing an Access database, and much more. When you go through the text you feel like you have an MS Office expert by your side to answer your questions and queries.

Office 2010 In Depth is the beyond-the-basics, beneath-the-surface guide for everyone who wants to streamline their work with Office 2010, and get more done in less time. Best selling technology expert Joe Habraken provides specific, tested, proven solutions to the problems Office users run into every day: challenges other books ignore or oversimplify. Habraken thoroughly covers all facets of working with Office 2010's core features and techniques, and powerful new enhancements such as:

- " The updated customizable Ribbon and new Backstage full-screen options menu "
- Vastly improved image and illustration tools "
- Live Preview for tasks like Paste, Insert, or Theme change "
- Improved integration with SharePoint services, Windows Live, and Office Web Apps "

And much more Simply put, no other book offers Office 2010 users this much simplicity, usable content, flexibility, and value. As with all In Depth books, Office 2010 In Depth presents comprehensive coverage, breakthrough techniques, exclusive shortcuts, quick access to information, troubleshooting help for tough problems, and real-world examples with nothing glossed over or left out. This book is both a reference and a desk-side resource, providing in depth coverage of important Office 2010 applications features and tools. By Joe Habraken, an Office expert and best selling author Covers the hottest new features in Word, Excel, PowerPoint, Outlook, Access, and Publisher For everyone who wants to get the most out of Office 2010, from hobbyists to power users to corporate developers

Comprehensive

GO! with Office 2010

Go! With Microsoft Office 2010 Podcasts

Microsoft Office 2010 Demystified

GO! with Office 2010 Volume 1 Plus MyITLab with Pearson EText --
Access Card

In-depth guidance on Word 2010 from a Microsoft MVP Microsoft Word 2010 arrives with many changes and improvements, and this comprehensive guide from Microsoft MVP Herb Tyson is your expert, one-stop resource for it all. Master Word's new features such as a new interface and customized Ribbon, major new productivity-boosting collaboration tools, how to publish directly to blogs, how to work with XML, and much more. Follow step-by-step instructions and best practices, avoid pitfalls, discover practical workarounds, and get the very most out of your new Word 2010 with this packed guide.

The Student Videos CD that comes with all new copies of the book includes Student Videos for each A & B Project in each chapter

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. Teach the course YOU want in LESS TIME! In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, instructional projects are now available as grader projects in MyITLab, so students can work live in Office while receiving auto-graded feedback. These high-fidelity simulations match the text and provide an effective pathway for learning, practicing, and assessing their abilities. After completing the instructional projects, students can apply their skills with a variety of progressively challenging projects that require them to solve problems, think critically, and create on their own. New GO! Collaborate with Google projects allow students to apply their skills to a new environment that is already popular in many workplaces. Integrated Microsoft Office Specialist (MOS) objectives make GO! your one resource for learning Office, gaining critical productivity skills, and prepare for MOS certification. Also available with MyITLab MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, to engage students and improve results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, so students learn more quickly and effectively, and build the critical skills needed for college and career success. Digital badges allow students to showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

Package consists of: 0131391585 / 9780131391581 Technology In Action, Introductory 0132454467 / 9780132454469 GO! with Microsoft Office 2010 Volume 1 0135088313 / 9780135088319 GO! with Windows 7 Getting Started 013510730X / 9780135107300

myitlab with Pearson eText -- Access Card -- for GO! with Microsoft Office 2010
Microsoft Office 2010 for Engineers
Microsoft Office 2010

Go! With Microsoft Office 2010 Vol 1 W/ Myitlab Access Card for Office 2010, Go! With
Windows 7 Getting Started, Go! W/ Concepts Getting Started, Ph Windows 7, Word,
Excel, Access, Pwrpt, and Office 2010 Phit Tip and Transition Guide to MS Office 2010
Microsoft Office 2010 for Teachers
Getting Started

**Package consists of 0132454467 / 9780132454469 GO! with
Microsoft Office 2010 Volume 1 0132666405 / 9780132666404
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9780135088319 GO! with Windows 7 Getting Started
0135088550 / 9780135088555 Prentice Hall Word 2010 PHIT
Tip 0135088569 / 9780135088562 Prentice Hall Excel 2010
PHIT Tip 0135088577 / 9780135088579 Prentice Hall Access
2010 PHIT Tip 0135088585 / 9780135088586 Prentice Hall
PowerPoint 2010 PHIT Tip 0135088607 / 9780135088609
Prentice Hall Office 2010 PHIT 0135099013 / 9780135099018
GO! with Concepts Getting Started 0135104211 /
9780135104217 Prentice Hall Windows 7 PHIT 0137080166 /
9780137080168 Transition Guide to Microsoft Office 2010
For use in the Office Applications course Teach the course YOU
want in LESS TIME! The primary goal of the GO! Series, aside
from teaching computer applications, is ease of
implementation, with an approach that is based on clearly
defined projects for students and a one-of-a-kind supplements
package. Teaching and Learning Experience This program will
provide a better teaching and learning experience--for you and
your students. Here's how: Personalize Learning: MyITLab
delivers proven results in helping students succeed, provides
engaging experiences that personalize learning, and comes
from a trusted partner with educational expertise and a deep
commitment to helping students and instructors achieve their
goals. Engage Students with a Project-Based Approach: GO!'s
project-based approach teaches students to solve real problems
as they practice and learn the features. Motivate Students with
Clear Instruction: Based on professor and student feedback,
this text has been designed to offer clear instruction for full
student comprehension. Teach the Course You Want in Less
Time: The GO! series' one-of-a kind instructional system
provides you with everything you need to prepare for class,
teach the material, and assess your students. NOTE: This is the
standalone book, the access code that is found in this book**

gives you access to data files/student content that used to be on a CD that was bound into the book. This content was all moved online and the CD was discontinued. This is not the access card for MyITLab, that comes with the ISBN below. NOTE: If you want the book/access card order the ISBN below: 0133820769 / 9780133820768 GO! with Office 2013 Volume 1 & NEW MyITLab with Pearson eText -- Access Card -- for GO! Package consists of: 0133142663 / 9780133142662 GO! with Office 2013 Volume 1 0133775062 / 9780133775068 NEW MyITLab with Pearson eText -- Access Card -- for GO! with Office 2013 Volume 1 (Replacement Card)

This package contains: 0131392557: myitlab with Pearson eText -- Access Card -- for Skills for Success with Office 2010 0132840324: Skills for Success with Office 2010, Volume 1

This package contains the following components: -0132454467: GO! with Microsoft Office 2010 Volume 1 -0135088313: GO! with Windows 7 Getting Started -0132666529: myitlab -- Access Card -- for GO! Office 2010 Vol. 1

Microsoft Office 2010 In Depth

Go! With Microsoft Office 2010 Student Videos Volume 1

Go with Microsoft Office 2010

Go! with Microsoft Excel 2013

This package contains the following components: -0132454467: GO! with Microsoft Office 2010 Volume 1 -0135096316: Technology In Action, Introductory Version

The leading book on Microsoft Office, now fully updated for Office 2010 Microsoft Office, the world's leading productivity suite, has been updated with new tools. Veteran Office users as well as newcomers will need the comprehensive information in this bestselling All-in-One guide. With a self-contained minibook devoted to each Office application plus minibooks on how Office works together and how you can expand its usefulness, Office 2010 All-in-One For Dummies gets you up to speed and answers the questions you'll have down the road. Microsoft Office is the office productivity suite used around the globe; nearly every business worker encounters it daily The 2010 revision will affect all applications in the suite Eight minibooks cover Word, Excel, PowerPoint, Outlook, Access, Publisher, common Office tools, and ways to expand Office productivity Also covers the new online versions of Word, Excel, and PowerPoint as well as changes to the interface and new tools and techniques Office 2010 All-in-One For Dummies makes it easy to learn to use Office and gets you up and running on all the changes and enhancements in Office 2010.

Office 2013 For Dummies is the key to your brand new Office! Packed with straightforward, friendly instruction, this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013. After coverage of the fundamentals, you'll discover how to spice up your Word documents, edit Excel

spreadsheets and create formulas, add pizzazz to your PowerPoint presentation, and much more. Helps you harness the power of all five Office 2013 applications: Word, Excel, PowerPoint, Outlook, and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color, graphics, and more Demonstrates navigating and editing an Excel spreadsheet, creating formulas, and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color, sound, pictures, and videos Explores Outlook, including configuring e-mail, storing contacts, organizing tasks, scheduling your time, and setting appointments Delves into designing Access databases, including editing, modifying, searching, sorting, and querying; also covers viewing and printing reports, and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient! Package consists of: 0131391585 / 9780131391581 Technology In Action, Introductory 0132666529 / 9780132666527 myitlab -- Access Card -- for GO! Office 2010 Vol. 1 0132743701 / 9780132743709 GO WITH MICROSOFT OFFICE 2010 V1 & STUDENT VIDEOS 0135088313 / 9780135088319 GO! with Windows 7 Getting Started

**Microsoft Office 2010 with Microsoft Office 2010 Evaluation Software
Go! With Microsoft Office 2010 Vol. 1/ Go! With Microsoft Office 2010 Vol. 1 Student Videos/ Go! With Microsoft Windows 7 Getting Started/ / Technology in Action 8th Ed , Introductory/ Passcode
Microsoft Office Professional 2010 Step by Step
Microsoft Office 2010 Plain & Simple
GO WITH MICROSOFT OFFICE 2010, PLUS MYITLAB.**

Package consists of: 0132318393 / 9780132318396 GO! with Microsoft Windows XP Getting Started 0132454467 / 9780132454469 GO! with Microsoft Office 2010 Volume 1 0132666529 / 9780132666527 myitlab -- Access Card -- for GO! Office 2010 Vol. 1 0135088313 / 9780135088319 GO! with Windows 7 Getting Started 0135088615 / 9780135088616 GO! with Internet Explorer 8 Getting Started 0135099013 / 9780135099018 GO! with Concepts Getting Started

Teach the course YOU want in LESS TIME! The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an approach that is based on clearly defined projects for students and a one-of-a-kind supplements package. **This is a one-chapter book supplement that is designed to be packaged with an Office 2010 or Computer Concepts textbook. **

"Word, Excel, Access, Powerpoint, Outlook."--Cover.

Get the fast facts that make learning Office 2010 plain and simple! This colorful, no-nonsense guide uses easy-to-follow steps and screenshots, and clear, concise language to show the simplest ways to get things done with Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher, and OneNote. Here's WHAT You'll Learn Create documents, Web pages, and

other publications Organize your e-mail, calendar, contacts and tasks Build spreadsheets to analyze and visualize data Set up a simple database Capture notes with ink, voice or text Here's HOW You'll Learn It Jump in wherever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! Exercises help you apply what you learn right away

Go! with Microsoft Office 365

Microsoft Office 2010: Introductory

Go! With Microsoft Office 2010 + Technology in Action

Go! With Microsoft Office 2010 Vol. 1/ Go! With Microsoft Office 2010 Student Videos/ Go! With Windows 7 Getting Started + Technology in Action 8th Ed, Introductory/ Passcode

Office 2010 All-in-One For Dummies

This package contains: 0132840162: GO! with Office 2010 Volume 1

0132840790: Student CD for GO! with Office 2010 Volume 1 0133378454:

Microsoft Office 2010 180-Day Trial, Spring 2013 0135088313: GO! with

Windows 7 Getting Started with Student CD 0135099013: GO! with Concepts Getting Started

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. The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an approach that is based on clearly defined projects for students and a one of a kind supplements package. Teach the course YOU want in LESS TIME! The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an approach that is based on clearly-defined projects for students and a one of a kind supplements package.

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 Office 2010: Introductory 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 Office 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. Important Notice: Media content referenced

within the product description or the product text may not be available in the ebook version.

Office 2013 For Dummies

GO! with Microsoft Office 2010 + Student CD + Microsoft Office 2010 180-Day Trial Spring 2013 + GO! with Windows 7 Getting Started with Student CD + GO! with Basic Computer Concepts Getting Started

Microsoft Office 2010 Digital Classroom

GO! with Microsoft Office 2010

GO! Guide for GO! with Microsoft Office 2010

Microsoft Office 2010 suite is not just for business applications. So many different kinds of people and companies, including engineering, find use of Microsoft Office. Increased digitization of workplace content, a user-friendly and easy-to-use interface, and tight integration with other Windows applications have fueled the demand for Microsoft Office Suite. Technical documents (or other documents) are required in the Microsoft Word format with very few exceptions. With reduced time for reading, most readers are now focused on learning the basics of the Microsoft Office and some of its high points in minimum possible time. This book provides a comprehensive introduction of Microsoft Office 2010 applications in engineering discipline. The book offers coverage of essential Microsoft applications (Word, PowerPoint, Excel, and Project) in a single package. This book has been written keeping in view the needs of both engineering students and professionals. This book covers the popular features of Microsoft Office Suite in a focused and succinct manner with an approach avoiding lengthy text. This approach allows readers to efficiently utilize their reading time and master the basics of Microsoft Office in minimum possible time.

0133095908 / 9780133095906 GO! with Office 2010 Volume 1 plus myitlab with Pearson eText -- Access Card Package consists of 0132840162 / 9780132840163 GO! with Office 2010 Volume 1 013510730X / 9780135107300 myitlab with Pearson eText -- Access Card Package
GO! with Microsoft Office 2010

A Straightforward Introductory Text Ideal for Busy Students Clear, concise, and accessible Microsoft Office 2010: Productivity Strategies for Today and Tomorrow walks learners through the functions and features of the Microsoft Office 2010 platform and its applications. With straightforward explanations designed for a non-technical audience, Microsoft Office 2010 is the perfect text for students looking to broaden their computer skills for an increasingly competitive job market. Hands-on projects, end-of-chapter exercises, and emphasis on real-world skills throughout ensure students will be prepared to enter the first-century workplace. Easy-to-follow step-by-step instructions include practical examples ideally suited for busy students. The text's inspiring and supportive approach will encourage learners to develop polished, professional-level projects. Engaging examples and project prompts prompt students to immediately apply new skills, increasing retention and promoting learning. Straightforward exercises teach students to create work-related documents, reports, and presentations. Microsoft Office 2010: Productivity Strategies for Today and Tomorrow is an ideal text for students re-entering the job market, new to computers, uncomfortable with technology, or simply looking to transition to a more challenging and rewarding career. Features: Easy-to-follow step-by-step instructions for each project and task Real-world hands-on exercises after each instruction Screenshots that accompany all hands-on exercises Inspiring, applicable, and practical examples Attractive, student-friendly, magazine-style

format A project-based introduction to Microsoft Office 2010 Clear, concise language makes objectives easy to learn, even for non-technical users Full student access to the companion website, which features a variety of engaging, interactive study tools, including video tutorials, is packaged with every new copy"

SEE IT DONE. DO IT YOURSELF. It's that Easy! Easy Microsoft Office 2010 teaches you the basics of working with Excel, PowerPoint®, Outlook®, Word, OneNote®, and Office Apps. Fully illustrated steps with simple instructions guide you through each task, build skills you need to create and share documents, spreadsheets, presentations, email, calendars and more. No need to feel intimidated—we'll hold your hand every step of the way. Learn to... • Get started quickly with Word to format and print great looking documents using QuickStyles, Cover Pages, and Quick Parts • Include tables, graphics, pictures, and diagrams in Word documents that improve the appearance and impact of your documents • Build flexible spreadsheets with charts, functions, Sparklines, and PivotTables • Use Excel to perform calculations and analyze data in spreadsheets • Create, format, fine-tune, and deliver great PowerPoint presentations • Use the new Web Apps to safely share, review, and revise documents online • Keep track of important information from the Web with OneNote's search and tagging features • Integrate your to-do lists, tasks, and appointments between OneNote and Outlook • Use Outlook's new features including conversation view to track email and stay in touch with colleagues and clients Easy steps guide you through each task. Items to select or click are shown in bold. Each step is fully illustrated. Category: Office Applications/Office 2010 Covers: Microsoft Office 2010 User Level: Beginner EText Included

Go! with Microsoft Office 2010

Skills for Success With Microsoft Office 2010

GO! with Microsoft Word 2016 Comprehensive

Word 2010 Bible

Teach yourself exactly what you need to know about using Office Professional 2010—one step at a time! With STEP BY STEP, you build and practice new skills hands-on, at your own pace. Covering Microsoft Word, PowerPoint, Outlook, Excel, Access, Publisher, and OneNote, this book will help you learn the core features and capabilities needed to: Create attractive documents, publications, and spreadsheets Manage your e-mail, calendar, meetings, and communications Put your business data to work Develop and deliver great presentations Organize your ideas and notes in one place Connect, share, and accomplish more when working together" 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. Revised and updated to apply to Office 2010 and Windows 7, Microsoft Office for Teachers provides practical guidance for understanding and using Microsoft Word, Powerpoint, Excel, Access and Publisher for teaching and learning. Each chapter provides step-by-step demonstrations of the intricacies of Office 2010, activities to test comprehension, and helpful classroom examples that model how to seamlessly integrate these current technologies into classrooms and to maximize their effectiveness on student learning and classroom management.

This package contains the following components: 0135090911 / 9780135090916GO! with Microsoft Word 2010 Introductory 013510730X / 9780135107300myitlab with Pearson eText -- Access Card -- for GO! with Microsoft Office 2010

For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010

Applications. 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 2010, Advanced

GO! with Microsoft Office 2010 + GO! with Microsoft Windows XP Getting Started + Myitlab Access Card + GO! with Internet Explorer 8 Getting Started + GO! with Concepts Getting Started + Go! With Internet Explorer 8 Getting Started

Go! With Microsoft Office 2010, Volume 1 + Go! With Microsoft Windows 7 Getting Started + Myitlab

Go! with Microsoft Office 2013

Microsoft Office 2010: Productivity Strategies for Today and Tomorrow

For introductory computer courses on Microsoft PowerPoint 2010 or courses in computer concepts with a lab component on PowerPoint. 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.

The complete book-and-video training package for Office 2010! This Microsoft Office 2010 book-and-video training package-from the same professional training experts who also create many training materials for Microsoft-is like having your own personal instructor guiding you through each lesson, but you work at your own pace! The full-color book includes 27 lessons that teach you the new features and quirks of Microsoft Office 2010. Each lesson includes step-by-step instructions and lesson files, and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks. This jam-packed training package takes you well beyond the basics in a series of easy-to-absorb, five-minute lessons. Shows you how to use Microsoft Office 2010, the new version of the Microsoft Office suite that is available in standard 32-bit and now also a 64-bit version Walks you through 27 lessons, each consisting of easy-to-follow, step-by-step instructions and lesson files in full color that make each task less intimidating Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you're learning in the book Covers exciting new Office 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon Provides the perfect, one-stop, robust learning package-with book and supplementary video training on all the applications in Office 2010 Additional resources available on companion Web site: www.digitalclassroombooks.com Learn the ins-and-outs of Office 2010 with this all-in-one, value-packed combo!

The Microsoft Official Academic Courseware (MOAC) Office 2010 Series is the only Official Academic Course Material. The new and enhanced MOAC/ Microsoft Office

2010 System features Enhanced Wiley Desktop Editions as well as many other enhanced features designed to re-enforce workforce skills. The addition of animated tutorials in the Enhanced Wiley Desktop Editions and WileyPLUS courses, textbooks include additional materials on different skill levels to help users keep pace. WileyPLUS and an automatic Office assignment grader provides immediate feedback on every assignment, to help users practice and hone skills at their own pace. MOAC/ Microsoft Office 2010 System 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, as well as automated grading via OfficeGrader. 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 helps users comprehend how a task is applied on the job. OfficeGrader functionality added to WileyPLUS provides immediate feedback on all homework, assignments, and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics.

Go! With Microsoft Word 2010 Introductory + Myitlab With Pearson Etext Access Card
Go! with Microsoft Office 2010, Getting Started
Easy Microsoft Office 2010