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A Guide to Microsoft Office 2010: Text

By Jan Marrelli

EMC Paradigm, US. Paperback. Book Condition: new. BRAND NEW, A Guide to Microsoft Office 2010: Text, Jan Marrelli, The 2010 version of this popular textbook provides students hands-on practice with cross-curricular projects that focus on creating business documents. Its progressive levels of instruction challenge students at a variety of levels. Projects include preparing business letters, brochures, newsletters, blogs, HTML documents, invoices, pivot tables, inventory databases, and business presentations. Review questions and exercises reinforce new concepts, offer practice in critical-thinking, and present opportunities to conduct integrated and collaborative research. Bonus coverage of Internet Explorer, Outlook, PowerPoint, Publisher, and OneNote develops skills in Web research, e-mailing, creating multimedia presentations, preparing marketing documents, and using a digital notebook.

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