

Practical Microsoft Office 2010 (Microsoft Office 2010 Print Solutions)

June Jamrich Parsons, Dan Oja



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Practical Microsoft Office 2010 (Microsoft Office 2010 Print Solutions) June Jamrich Parsons, Dan Oja PRACTICAL OFFICE 2010 provides clear instruction on the basics of the Microsoft Office 2010 suite. Concise lessons within each chapter, usually one page in length, are presented in an appealing Frequently Asked Questions format and include full-color screenshots or diagrams. This textbook comes with a robust BookOnCD, which is a digital version of the textbook that "brings the book to life" with videos, animated diagrams, software tours, and assessment opportunities that can be graded and tracked. Students are given the opportunity to get plenty of practice with 30 projects in the back of the book.

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