



A Guide to Microsoft Office 2010: Instructor Resources and Examview Assessment Suite

By Jan Marrelli

EMC Paradigm, US, United States, 2010. CD-ROM. Book Condition: New. 135 x 135 mm. Language: N/A. Brand New. 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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