

Discovering Microsoft Office 2010: Word, Excel, Access, PowerPoint

Edward G. Martin



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- Brief yet comprehensive lab-based introduction to computers, Windows XP, Vista, and Office 2010 suite software.
- **Thoroughly field-tested.** Over 20 years, thousands of students, educators, and administrators have used previous editions and have offered helpful comments about each skill and explanation.
- Very easy to follow tutorials that quickly take students from raw beginners to confident users.
- Quick reviews, practice sheets, and command summaries throughout.
- Fifteen projects for each program allow students to test their skills.
- Independent modules make it easy to present software in any order.

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