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Microsoft Office Word 2010 A Lesson Approach Complete

**Shanti Dhulia, Alka Batra, Manjeet
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Microsoft Office Word 2010: A Lesson Approach, Complete Deborah Hinkle, 2010-07-15 Microsoft Office Word 2010 A Professional Approach Complete is written to help you master Microsoft Word The text guides you step by step through the Word features that you are likely to use in both your personal and business life Learning the features of Word is one component of the text and applying what you learn is another component A case study was created to offer the opportunity to learn Word in a realistic business context The case study is about Campbell s Confections a fictional business located in Grove City Pennsylvania All the documents for this course relate to Campbell s Confections The text includes seven units and each unit is divided into lessons There are twenty four lessons each self contained but building on previously learned procedures This building block approach together with the case study and other features enables you to maximize the learning process Provided by publisher Microsoft Office Word 2010 Deborah A. Hinkle, Kathleen Stewart, 2011 Getting acquainted with excel Developing workbooks Developing editing and formatting skills *Microsoft Office 2010: A Lesson Approach* Deborah Hinkle, 2010-08-17 Microsoft Office Word 2003: A Professional Approach, Comprehensive Student Edition w/ CD-ROM Deborah Hinkle, 2004-05-24 McGraw Hill Technology Education s Professional Approach Series presents exercises in real life business situations so students get hands on experience working on actual projects the best way to prepare them for the on the job challenges they ll face Each lesson contains up to 25 skill applications and 5 end of unit skill applications that take students from simple to complex situations The Office 2003 texts complete instruction in all skill sets and activities for the appropriate Microsoft Office Specialist Certification MOS Exams *Altogether Book 5 Semester 1* Alka Batra, Altogether 1 5 is a semester series consisting of a total of ten books two semester books per class Each book is divided into segments of English Mathematics Social Science for classes 1 2 Social Studies for classes 3 5 Environmental Studies for classes 1 2 Science for classes 3 5 General Knowledge and Computer Science All the subjects have been designed to develop comprehensive understanding in learners and are essential for an interactive and participative atmosphere A progressive vision providing graded topics in all subjects has been ensured **Altogether Book 3 Semester 1** Alka Batra, Altogether 1 5 is a semester series consisting of a total of ten books two semester books per class Each book is divided into segments of English Mathematics Social Science for classes 1 2 Social Studies for classes 3 5 Environmental Studies for classes 1 2 Science for classes 3 5 General Knowledge and Computer Science All the subjects have been designed to develop comprehensive understanding in learners and are essential for an interactive and participative atmosphere A progressive vision providing graded topics in all subjects has been ensured **Term by Term Book 4 Term 1** Shanti Dhulia, Alka Batra, Manjeet Jauhar, Meera Aggarwal, TERM BY TERM 1 5 is a term series consisting of a total of fifteen books three term books per class Each book is divided into segments of English Mathematics Environmental Science for classes 1 2 Science Social Studies for classes 3 5 General Knowledge and Computer Science All the subjects have been designed to develop

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