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Guidelines for Microsoft Office 2010 Nancy Muir,Anita Verno,2011 New to Paradigm s array of Microsoft Office texts is Guidelines for Microsoft Office 2010 Its inviting open design gives students a guided step by step approach to learning the essentials of Office 2010 with clear easy to follow instructions Two and four page skill activities list the steps on one page and large visuals on the other reading is minimal Images of the completed skills projects show students the goal for each skill Guided end of chapter exercises measure achievement of learning outcomes Creative end of module projects evaluate problem solving in new situations Includes a CD with Skills Videos demonstrating every skill plus data files and a searchable glossary

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