

Microsoft® Office 2010

A Lesson Approach

Microsoft Office 2010 A Lesson Approach

**Shanti Dhulia, Alka Batra, Manjeet
Jauhar, Meera Aggarwal**

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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 2010: A Lesson Approach* Deborah Hinkle,2010-08-17 **Microsoft Office Word 2010** Deborah A. Hinkle,Kathleen Stewart,2011 Getting acquainted with excel Developing workbooks Developing editing and formatting skills Microsoft Office 2010 ,2011

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