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Your Office Jennifer Paige Nightingale, Amy S. Kinser, Timothy O'Keefe, Nathan Stout, William G. Wagner, Brant Paige Moriarity, 2011-11-21 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book Your Office is ideal for introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications Your Office is the Office Applications textbook written for instructors who want more than a skill drill book that enables students to learn discreet tasks but fails to illustrate the big picture of how these skills work together Your Office bridges the gap between skill and application and empowers students to master Office 2010 as a tool to solve problems and make decisions The cases progress students from learning the skills in each Office Application to using the applications as tools to make business decisions The unique modular structure provides a strong foundation for students through practice in each workshop and then synthesizes the objectives covered over two workshops challenging students to really retain what they learned as opposed to learning and then forgetting soon after The series scenario introduces a large global business the resort and spa made up of smaller businesses golf pro shop spa restaurants event planning etc featured in the cases that run throughout all four applications This approach gives students a solid understanding of how an organization works by exposing them to how individuals in all facets of a business interact with tools like Microsoft Office and use information to make decisions *Your Office* Amy Kinser, Timothy P. O'Keefe, Jennifer Paige Nightingale, Brant Moriarity, Nathan P. Stout, 2012 Your Office is ideal for introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications Your Office is the Office Applications textbook written for instructors who want more than a skill drill book that enables students to learn discreet tasks but fails to illustrate the big picture of how these skills work together Your Office bridges the gap between skill and application and empowers students to master Office 2010 as a tool to solve problems and make decisions The cases progress students from learning the skills in each Office Application to using the applications as tools to make business decisions The unique modular structure provides a strong foundation for students through practice in each workshop and then synthesizes the objectives covered over two workshops challenging students to really retain what they learned as opposed to learning and then forgetting soon after The series scenario introduces a large global business the resort and spa made up of smaller businesses golf pro shop spa restaurants event planning etc featured in the cases that run throughout all four applications This approach gives students a solid understanding of how an organization works by exposing them to how individuals in all facets of a business interact with tools like Microsoft Office and use information to make decisions *MS Excel 2010 Comprehensive Pkg* Gary B. Shelly, 2011-02 Microsoft Excel 2010: Comprehensive Sandra Rittman, 2011 Microsoftr Excel 2010 Comprehensive provides extensive thorough training of Excel 2010 This text covers introductory through advanced topics and is ideal for the

computer user who wants to become well versed in using Excel 2010 This textbook is approved courseware for preparing students for the Microsoft Office Specialist MOS certification exam Certification validates skills in the 2010 Microsoft Office suite enabling students to demonstrate that they have mastered the necessary skills Topics introduced in Unit 1 include the Ribbon interface entering and editing data selecting cells and ranges printing worksheets creating formulas and functions formatting cell contents inserting and deleting columns rows and cells charts and more Unit 2 covers such topics as large worksheets and workbooks tables outlines inserting clip art pictures and SmartArt templates digital signatures and more In Unit 3 students are introduced to PivotTables and macros financial functions data analysis auditing and additional functions advanced formatting and analysis tools collaboration and more The text concludes with an integration lesson Exploring Microsoft Office Excel 2010 Comprehensive Robert T. Grauer, Mary Anne Poatsy, Keith Mulbery, Lynn Hogan, 2013-10-03 For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications The goal of the Exploring series has been to move students beyond the point and click helping them understand the why and how behind each skill The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom Students go to college now with a different set of skills than they did five years ago With this in mind the Exploring series seeks to move students beyond the basics of the software at a faster pace without sacrificing coverage of the fundamental skills that everybody needs to know A lot of learning takes place outside of the classroom and the Exploring series provides learning tools that students can access anytime anywhere The goal of the Exploring series has been to move students beyond the point and click helping them understand the why and how behind each skill Microsoft Excel 2010: Comprehensive with Sam 2010 Access Kit Course Technology, 2011-05-01 Your Office Amy S. Kinser, Jennifer P. Nightingale, Timothy O'Keefe, 2011-10 A media tool bound in your book to help you work through the Cases and see the relevance of the skills you learn to the real world includes the following Skills Videos provide a step by step walkthrough similar to the Prepare Case in the Workshop providing you with a refresher on how to complete each step Real World Interview Videos feature real business professionals discussing how they actually use Microsoft Office or similar tools to be productive in their daily work Interviewees come from many different industries and provide relevance to what you learn in this class All Student Data Files that are needed to complete the cases in the book Go! With Microsoft Excel 2010 Shelley Gaskin, Alicia Vargas, Suzanne Marks, 2011-03-18 This package contains 0135098211 GO with Microsoft Excel 2010 Comprehensive 138007705 Student Videos for GO with Microsoft Excel 2010 Comprehensive **New Perspectives on Microsoft Office Excel 2010** June Jamrich Parsons, 2011 *Microsoft Excel 2010: Comprehensive* Gary B. Shelly, Jeffrey J. Quasney, 2011-02-22 Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books For the past three decades the Shelly Cashman Series has effectively introduced computer skills to millions of students With Excel 2010 we re continuing our history of innovation by enhancing our proven pedagogy to reflect

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