



Exploring Microsoft Office 2010 (Mixed media product)

By Robert Grauer, Mary Anne Poatsy, Michelle Hulett

Pearson Education Limited, United Kingdom, 2013. Mixed media product. Book Condition: New. Pearson New International Edition. 273 x 216 mm. Language: N/A. Brand New Book. 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.



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