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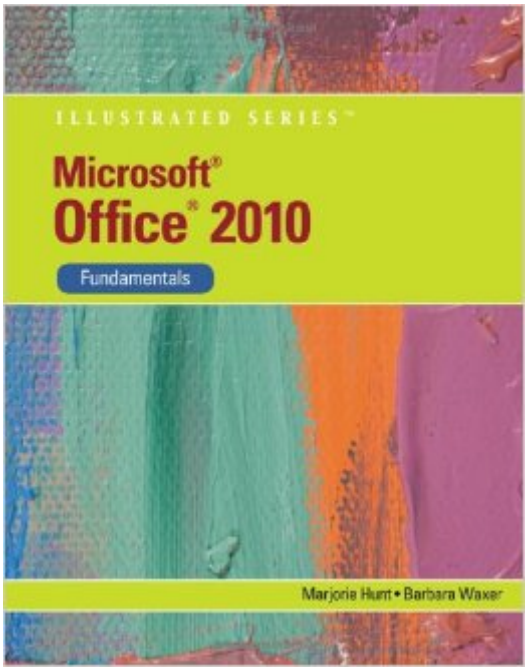
Microsoft Office 2010: Illustrated Fundamentals (Available Titles Skills Assessment Manager (SAM) - Office 2010)



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Synopsis

Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching Microsoft Office 2010 to both computer rookies and hotshots. Each two-page spread focuses on a single skill, making information easy to follow and absorb. Large, full-color illustrations represent how the students' screen should look. Concise text introduces the basic principles of the lesson and integrates a case study for further application. Please note that the Illustrated "Brief" Office book has been renamed Illustrated Fundamentals!

Book Information

Series: Available Titles Skills Assessment Manager (SAM) - Office 2010
Spiral-bound: 416 pages
Publisher: Cengage Learning; 1 edition (August 26, 2010)
Language: English
ISBN-10: 053874944X
ISBN-13: 978-0538749442
Product Dimensions: 0.8 x 9 x 11 inches
Shipping Weight: 1.7 pounds (View shipping rates and policies)
Average Customer Review: 4.5 out of 5 starsÂ Â See all reviewsÂ (21 customer reviews)
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Customer Reviews

I got this book for more than 40 dollars less than what my bookstore was selling it for. The product condition is very good. I have been buying more books than any other product from , and I am always happy with the products I get. The quality and price of the books chooses to sell is part of the reason I keep coming back for more.Update******I must say that the original review wasn't helpful, so here we go->This update takes place approximately 12 months after the original. The book was used in an actual course for extra credit and for homework as well as a study guide for exams.If you are learning about Microsoft office for the first time, this book is actually very, very helpful.I never realized learning about all the small things in Office would be so confusing, and I ASSEMBLED MY OWN DESKTOP COMPUTER!!!The steps are very detailed (walks you while holding your hand), it has picture to show you what you are looking for in some instances. Important information is highlighted and information is straight to the point. This book doesn't talk, and talk and

talk. Rather, there isn't an abundance of text, its straight to the point.There were points where I did use the internet for certain steps, but that's only because I wanted to progress faster. The book alone will do fine, this book helps and takes the con out of confusing.

Very Good Step by Step instructions for anyone who is looking to learn Microsoft Office (Power Point, Word, Excel, Outlook...etc). I used it for a computer class in college and it was Amazing! It takes you step by step in the lessons using real files that you have to download. Then after you get done with the lesson you get to do the practice which shows you less and less until finally it gives you a picture of what it wants and you make it!!

This book was easy to follow and helped me tremendously. The instructions it gives are exact and to the point. I recommend it to all whom are learning Microsoft Office!!

I got the book NEW, right on schedule. I even saved a couple of bucks buying it here rather than buying it from my school's bookstore!

I was expecting the book to have everything I needed but was disappointed to find the lessons are based on exercises not contained in the book. You have to have access to an online series or perhaps you can get a CD that contains them. I thought they came with the book but mine did not have them. I returned the book for credit. I will say the return was quick and easy.

As an ABE teacher, I have found learners can use this textbook with little help.Although there are a couple places in the text that are not clear, the illustrations are of great help to accomplish successfully each lesson.This text used is in excellent condition and I highly recommend it for anyone trying to learn microsoft office.

I bought this book for a review course on the Microsoft 2010 Suite. I found the book to be very user friendly with instructions to the left and diagrams to the right that ensure you are on the right path. The back inside cover sends you to a website that has the documents to accompany each unit lesson.The spiral bound book also enhances its use. If I had found this book on my own I am not convinced that I would have needed the class I enrolled in.

I am very pleased with the Rep that assisted me with my purchase, not to mention the instructional

material in the manual is very useful and the book was in great condition.

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