



# Microsoft Office 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010)

By Gary B. Shelly, Misty E. Vermaat

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Microsoft Office 2010: Introductory provides a project-based, step-by-step approach to teaching the Office 2010 applications.

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## About This Edition

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 Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In *Microsoft Office 2010: Introductory*, you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2010 software through experimentation, exploration, and planning ahead. Brand-new end-of-chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents.

## New Features

- Expanded coverage of PowerPoint and Outlook to provide a thorough introduction to these applications and give exposure to the numerous enhancements made with Office 2010.
- Chapter topic redistribution offering concise chapters that ensure complete skill

coverage and lead to more manageable chapters.

- New pedagogical elements that enrich material, creating an accessible and user-friendly approach, allowing easy navigation through the skills in each chapter.

### **Additional Features**

- A step-by-step, screen-by-screen approach allows educators to successfully teach to all learning styles and make sure that students retain information to be used in their personal and professional lives.
- A new opening chapter presents essential Office 2010 and Windows® 7 skills, preventing repetitive coverage of basic skills in the applications chapters, and providing students with a strong base for further learning.
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**By Gary B. Shelly, Misty E. Vermaat Bibliography**

- Sales Rank: #194717 in Books
- Brand: Brand: Cengage Learning
- Published on: 2010-08-05
- Format: Student Edition
- Original language: English
- Number of items: 1
- Dimensions: 10.50" h x 8.25" w x 1.55" l, 4.95 pounds
- Binding: Paperback
- 1176 pages



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## **Editorial Review**

### **Amazon.com Review**

Gary B. Shelly wrote and published his first computer education textbook in 1969. More than twenty million copies of Shelly Cashman Series' textbooks have been sold. Gary and a talented group of contributing authors have produced books on computer programming, computer concepts, and application software that are the leading textbooks in the computer technology market today. Gary has hosted the annual Shelly Cashman Institute, a week-long training event focusing on the latest topics in technology, for the past 34 years.

Misty E. Vermaat has more than 20 years of experience in the field of computer information systems. She has co-authored many textbooks for the Shelly Cashman Series, including multiple versions of *Discovering Computers*, *Microsoft Office*, and *Microsoft Office Word* books. --*This text refers to an alternate Spiral-bound edition.*

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#### About the Author

Gary B. Shelly wrote and published his first computer education textbook in 1969. More than twenty million copies of Shelly Cashman Series' textbooks have been sold. Gary and a talented group of contributing authors have produced books on computer programming, computer concepts, and application software that are the leading textbooks in the computer technology market today. Gary has hosted the annual Shelly Cashman Institute, a week-long training event focusing on the latest topics in technology, for the past 34 years.

Misty E. Vermaat has more than 25 years of experience in the field of computer and information technology. In addition to consulting in the field, she was an Associate Professor at Purdue University Calumet, teaching or developing Microsoft Office, computer concepts, database management, systems analysis and design, and programming courses. Since 1990, Ms. Vermaat has led the development of the Shelly Cashman Series and has written or co-authored numerous Series textbooks, including many editions of DISCOVERING COMPUTERS, DISCOVERING COMPUTERS FUNDAMENTALS, and Microsoft Word books.

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