



Microsoft Word 2010: Illustrated Introductory (Illustrated Series: Individual Office Applications)

Jennifer Duffy

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Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching Microsoft Office Word 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.

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