



Microsoft Office Excel 2010: v. 1: A Case Approach, Introductory (Paperback)

By Linda I. O Leary, Timothy J. O Leary

McGraw-Hill Education - Europe, United States, 2010. Paperback. Book Condition: New. 272 x 211 mm. Language: English . Brand New Book. Timothy and Linda O Leary and the Computer Information Technology Team at McGraw-Hill Higher Education offer your students a fully integrated learning program with time-tested quality and reliability. Office 2010: A Case Approach offers running case study throughout the text to help students understand the material in a consistent, relevant environment. Through this theme of Making Office Relevant, this text helps students understand why they need this course and these skills. Updated for Office 2010, student success is assured through clear step-by-step instruction, plentiful screen captures and conceptual explanations. Each Lab, designed to be covered in 1 hour of class time, combines conceptual coverage with detailed software-specific instructions. Each Lab opens with a running case study that highlights real-world applications of each software program and leads students from problem to solution. Moreover, 25-50 per cent of all end of chapter exercises are completely new. The O Leary Series helps students learn specific applications skills along with those that cross all Office applications, which is especially important in mastering this version of Office. The O Leary Series also correlates with...



READ ONLINE
[3.47 MB]

Reviews

A fresh e-book with a brand new perspective. This is certainly for anyone who statts that there had not been a really worth reading. I am just happy to explain how this is the very best publication i have go through in my individual lifestyle and may be he best pdf for ever.

-- **Margarett Roob**

The very best publication i possibly study. This is certainly for anyone who statts there was not a worth looking at. I am just very happy to tell you that this is basically the best pdf i actually have study inside my individual life and could be he very best pdf for possibly.

-- **Darlene Blick**

You May Also Like



Write Better Stories and Essays: Topics and Techniques to Improve Writing Skills for Students in Grades 6 - 8: Common Core State Standards Aligned (Paperback)

Createspace Independent Publishing Platform, United States, 2012. Paperback. Book Condition: New. 277 x 211 mm. Language: English . Brand New Book ***** Print on Demand *****.Mr. George Smith, a children s book author, has been conducting writing workshops at schools since 2004....



Crochet Baby Afghans: Wraps for a Special Wee One! (Paperback)

LEISURE ARTS INC, United States, 2013. Paperback. Book Condition: New. 269 x 211 mm. Language: English . Brand New Book. 5949 Baby Afghans Delight a new mom or grandmom with a soft afghan for Baby! The eight wraps offer varying degrees of...



Words and Rhymes for Kids: A Fun Teaching Tool for High Frequency Words and Word Families (Paperback)

AUTHORHOUSE, United States, 2009. Paperback. Book Condition: New. 279 x 211 mm. Language: English . Brand New Book ***** Print on Demand *****.This book is designed to make learning fun for children in kindergarten through primary grades. It teaches recognition of high...



Boost Your Child s Creativity: Teach Yourself 2010 (Paperback)

Hodder Stoughton General Division, United Kingdom, 2011. Paperback. Book Condition: New. 196 x 130 mm. Language: English . Brand New Book. Every parent wants their child to achieve their full potential. Whatever your child s interest or inclination, from art to music,...



A Smarter Way to Learn JavaScript: The New Approach That Uses Technology to Cut Your Effort in Half (Paperback)

Createspace, United States, 2014. Paperback. Book Condition: New. 251 x 178 mm. Language: English . Brand New Book ***** Print on Demand *****.The ultimate learn-by-doing approachWritten for beginners, useful for experienced developers who want to sharpen their skills and don t mind...



Oxford Reading Tree Read with Biff, Chip, and Kipper: Phonics: Level 6: Gran s New Blue Shoes (Hardback)

Oxford University Press, United Kingdom, 2011. Hardback. Book Condition: New. 172 x 142 mm. Language: English . Brand New Book. Read With Biff, Chip and Kipper is the UK s best-selling home reading series. It is based on Oxford Reading Tree which...
