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Nota di contenuto	Cover -- Table of Contents -- 1. Using the Common Features of Microsoft Office 2010 -- 2. Creating Documents with Microsoft Word 2010 -- 3. Getting Started with Microsoft Office PowerPoint -- 4. Creating a Worksheet and Charting Data -- 5. Getting Started with Access Databases -- Index.
Sommario/riassunto	For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 Applications. Teach the course YOU want in LESS TIME! The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation. This approach is based on clearly defined projects for students and a one-of-a-kind supplements package for instructors.