



Exploring Microsoft Office Word 2010 Comprehensive

Robert T. Grauer, MaryAnne Poatsy, Michelle Hulett, Lynn Hogan

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For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications.

The goal of the *Exploring* series has been to move students beyond the point and click, helping them understand the why and how behind each skill. The *Exploring* series for Office 2010 also enables students to extend the learning beyond the classroom.

Students go to college now with a different set of skills than they did five years ago. With this in mind, the *Exploring* series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everybody needs to know. A lot of learning takes place outside of the classroom, and the *Exploring* series provides learning tools that students can access anytime, anywhere.

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