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

By Linda I. O'Leary

McGraw-Hill Education - Europe, United States, 2010. Paperback. Condition: New. Introductory.. Language: English . This book usually ship within 10-15 business days and we will endeavor to dispatch orders quicker than this where possible. 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,...



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