



Signature Series: Advanced Microsoft (R)Word 2010: Desktop Publishing: Text with data files CD (Paperback)

By Joanne Arford

EMC Paradigm,US, United States, 2011. Paperback. Condition: New. Language: N/A. Brand New Book. Paradigm s Signature Series: Advanced Microsoft Word 2010: Desktop Publishing text offers comprehensive instruction and practice with illustrated, step-by-step instructions in advanced Word 2010 techniques. This text provides opportunities for students to use critical thinking, decision making, creativity, and collaborative learning as they plan, design, and evaluate a variety of business and personal publication formats.Comprehensive exercises with illustrated, step-by-step instructions allow students to grasp techniques easily.Full-size reproductions of the completed documents for in-chapter exercises help students visualize the expected results.Design concepts such as focus, balance, directional flow, contrast, proportion, and consistency are reinforced throughout.Interdisciplinary unit assessment activities reinforce writing and problem-solving skills within the context of Word documents.Group projects promote collaborative problem-solving.Bonus instruction on creating web pages, PowerPoint presentations, and Publisher documents included.NEW - document created for even planners and virtual office assistantsNEW - enriched explanations of picture compression, grouping/ungrouping, and cropping.



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