

Learning Microsoft Word 2007 Student Edition

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a text book on computers

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presents an integrated approach providing clear and practical guidelines are you a student facing your first serious research project if you are it is likely that you ll be firstly overwhelmed by the magnitude of the task and secondly lost as to how to go about it what you really need is a guide to walk you through all aspects of the research

prepare students for microsoft r office word 2010 learning microsoft r office word 2010 features a student friendly step by step format with clear full screen shots to engage students and help them work independently learning microsoft r office word 2010 provides hands on exercises and applications to teach students the new features of microsoft r word 2010

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the exploring series helps students master the how and why of performing tasks in office to gain a greater understanding of how to use the individual applications together to solve business problems exploring titles feature perfect pages where every step of every hands on exercise as well as every end of chapter problem begins on a new page and has its own screen shot to make it easier to follow exploring microsoft office word 2007 volume 1 1 e covers the following topics getting started gaining proficiency with editing and formatting enhancing the document with tables and graphics share compare and documentation ideal for students and individuals seeking comprehensive instruction for word 2007

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part of the illustrated series this practical easy to navigate book provides the essential knowledge of microsoft word 2007 you need to succeed in both the classroom and beyond

for introductory computer courses in microsoft office 2007 or courses in computer concepts with a lab component for microsoft office 2007 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 with an approach that is based on clearly defined projects for students and a one of a kind supplements package

the essential basic guide on how to use microsoft word 2007 and microsoft word 2010 presented in three distinct sections unit 1 deals with both microsoft word 2007 and 2010 unit 2 contains key pointers for text production unit 3 deals with microsoft word 2003 screen shots clearly indicate which button to press and what each screen should look like layout helps familiarise students with menus and toolbars as well as tasks such as inserting modifying and deleting text advanced features such as formatting text working with tabs and indents and adding a table to the document are also included practical questions are included throughout the text facilitates easy progression for the student from microsoft word 2003 to microsoft word 2007 and 2010 unit 2 on text production includes accepted rules for spacing before and after punctuation use of correct abbreviations for measurements weights money and time application of block indented and hanging paragraphs to text use of main headings sub headings side shoulder and paragraph headings in text standard correction signs for amending text angle and selection of paper sizes accessible logical and extremely readable this book has been student tested and approved presented in four distinct units unit 1 microsoft word 2010 unit 2 microsoft word 2007 unit 3 top tips for text production unit 4 exercises screen shots clearly show how to use microsoft word 2007 and microsoft word 2010 takes a step by step approach to learning the

microsoft word package deals with areas such as formatting text tabs tables layout and mail merge top tips for text production deals with spacing punctuation paragraphing headings and correction signs it is a practical beginners guide for microsoft word 2007 includes a comprehensive exercise section for practice learning accessible logical and extremely readable this book has been student tested and approved written for fetac level 5 word processing fetac level 5 text production vtos courses

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