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# New Perspectives On Microsoft Office 2010, Second Course (SAM 2010 Compatible Products)



## Synopsis

With the New Perspectives' critical-thinking, problem-solving approach, students will gain a comprehensive understanding of Microsoft Office 2010 and will learn how to take advantage of the flexibility it offers. Case-based tutorials challenge students to apply what they are learning to real-life tasks, preparing them to easily transfer skills to new situations. With New Perspectives, students understand why they're learning what they're learning and are better situated to retain skills beyond the classroom.

## Book Information

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## Customer Reviews

I have the first course book for a previous class, this book jumps into what you can really do and accomplish with Microsoft Office. If you want to have a better understanding of Office applications I suggest any of the New Perspectives books, even if you don't know how to work a computer or if you have advanced skills there is more to learn. Not only will you learn a lot but you will also give yourself a competitive edge in the job field as well.

Very good book for all who want to learn and use Office 2010. Practical and easy to use explanations with a lot of diagrams. well taught and prepared to assist all those who are interested to learn and use Office 2010. I greatly recommend it.

Came in just in time and the book is shiny and new.No pages are missing, no writing was in or on

it.Love it!!

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