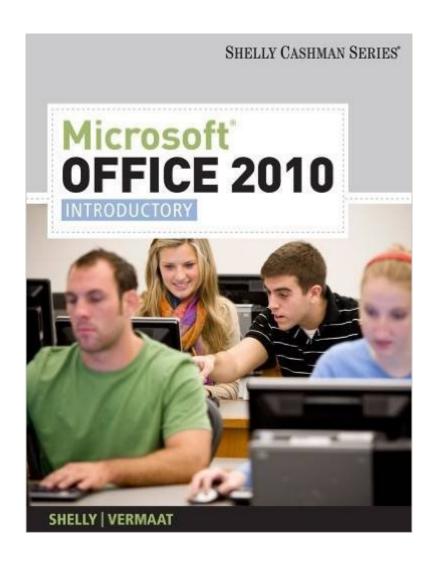# Microsoft Office 2010: Introductory (Available Titles Skills Assessment Manager (SAM) – Office 2010)

Synopsis

Microsoft Office 2010: Introductory provides a project-based, step-by-step approach to teaching the Office 2010 applications.   About This Edition Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In Microsoft Office 2010: Introductory, you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2010 software through experimentation, exploration, and planning ahead. Brand-new end-of-chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. New Features Expanded coverage of PowerPoint and Outlook to provide a thorough introduction to these applications and give exposure to the numerous enhancements made with Office 2010. Chapter topic redistribution offering concise chapters that ensure complete skill coverage and lead to more manageable chapters. New pedagogical elements that enrich material, creating an accessible and user-friendly approach, allowing easy navigation through the skills in each chapter. Additional Features A step-by-step, screen-by-screen approach allows educators to successfully teach to all learning styles and make sure that students retain information to be used in their personal and professional lives. A new opening chapter presents essential Office 2010 and Windows® 7 skills, preventing repetitive coverage of basic skills in the applications chapters, and providing students with a strong base for further learning. Expanded coverage of PowerPoint and Outlook to provide a thorough introduction to these applications and give exposure to the numerous enhancements made with Office 2010.

Book Information

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Average Customer Review: 4.4 out of 5 starsÂ Â See all reviewsÂ (246 customer reviews)

Best Sellers Rank: #78,478 in Books (See Top 100 in Books)   #20 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Word   #37 inÂ Books > Computers & Technology > Software > Suites   #57 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Office

Customer Reviews

Well, I reluctantly purchased this book before my computer class... then realized later that the spiral version I received did NOT come with the SAM software, which was REQUIRED for my class... so I had to drop an extra $85 on the key code (yes, just some numbers) I was under the assumption this book had everything I needed for this course, but I was disappointed that it did not.That aside, this book was VERY informative... even though I was already familiar with Word, it really helped me understand other areas of Office as well. I definitely picked up a handful of new things along the way and I'm glad to have this book in my library for future reference for myself or my wife!

Beware and check first.I bought the book for a college course.I did not know the class required a CD that goes with the book..Cost me another $100.00 to buy the book at the campus bookstore with CD included.The book bought from had no CD included.

It definitely is a thorough textbook. I am sure if anyone is taking a class this is a perfect textbook for them. I really wanted more of a reference book on the new MS Office 2010, where I could look something up and see clear explanation of how to proceed and learn from it. I'm not satisfied with the book for what I need, but it certainly is full of examples with questions, quizzes, and I'm sure a great workbook for class.

This book is the best if you want/need step by step instructions on how to use Office. I recommend this book to anyone who is a beginner or advance. You will learn things you never knew existed with this software. I recommend it highly. shipping was fast too. Best price around. It was cheaper than the college book store by me. If you need a good text book, buy this.

I'm a Professor of Computer Science and when I have had to teach Microsoft Office, the Shelly Cashman series has always been the easiest way to teach the various parts of Office (Word, Excel,

Access and PowerPoint). The chapters guide you through the task of creating or modifying the various documents. At the end of each chapter is a series of Exercises called "In The Lab" that give you the opportunity to practice the skills that you have just been taught.One can argue that their choice of what is important may not match yours, but I have found that they cover in the introductory book the most basic and most important skills and work their way up from there. Why anyone would use any other book for learning - or teaching Office is beyond me.

Excellent for introduction to MS 2010--better for users with prior experience as it is densely written and for a newby a bit overwhelming. If you have been using MS and need a intro to new user interface and where to find what--the exercises will teach you that and fill in any knowledge gaps you may have had in other MS features. We will certainly use frequently as a resource.

I'm an experienced user of Office suites including 2010, but needed an updated "Intro" class to complete an AAS. This book would be my choice, were I training others in use of Office 2010. Get the spiral bound version - it'll lay flat, and even permit rolling passed pages to the back of current text, important if your school's workstations are like mine, with about as much space for your book and notepad as an economy-class airline seat's seat-back tray. The companion website was perfectly synchronized with the exercises at the ends of all chapters.

Great book and very easy to understand. Lots of step by step. Used it for an online class. I have let other people borrow it so that they can get a better understanding of programs like excel, etc.

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