Microsoft Office 2010: Introductory (Shelly Cashman)

By Gary B. Shelly, Misty E. Vermaat

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In Microsoft Office 2010: Introductory, you'll find features that are specifically designed to improve retention and prepare readers for future success. Our trademark step-by-step, screen-by-screen approach now encourages users to expand their understanding of the Office 2010 software through experimentation, exploration, and planning ahead.

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Editorial Review

Amazon.com Review

Gary B. Shelly wrote and published his first computer education textbook in 1969. More than twenty million copies of Shelly Cashman Series' textbooks have been sold. Gary and a talented group of contributing authors have produced books on computer programming, computer concepts, and application software that are the leading textbooks in the computer technology market today. Gary has hosted the annual Shelly Cashman Institute, a week-long training event focusing on the latest topics in technology, for the past 34 years.

Misty E. Vermaat has more than 20 years of experience in the field of computer information systems. She has co-authored many textbooks for the Shelly Cashman Series, including multiple versions of Discovering Computers, Microsoft Office, and Microsoft Office Word books. *--This text refers to an alternate Spiral-bound edition.*

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.

About the Author
Gary B. Shelly wrote and published his first computer education textbook in 1969. More than twenty million copies of Shelly Cashman Series' textbooks have been sold. Gary and a talented group of contributing authors have produced books on computer programming, computer concepts, and application software that are the leading textbooks in the computer technology market today. Gary has hosted the annual Shelly Cashman Institute, a week-long training event focusing on the latest topics in technology, for the past 34 years.

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Users Review

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Scott Lowe:

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