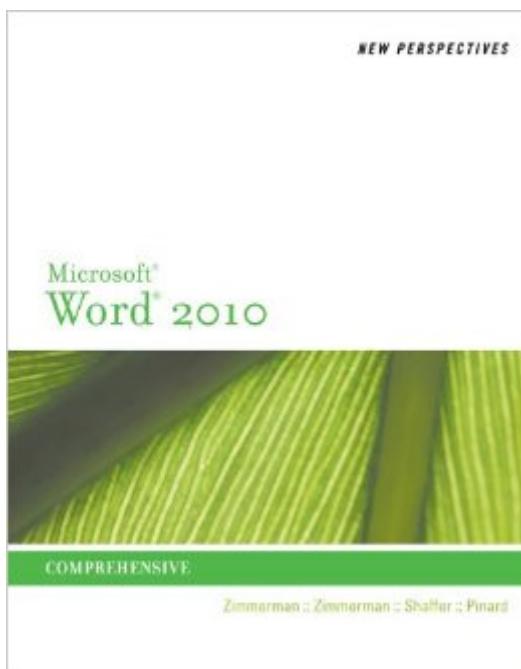


The book was found

# New Perspectives On Microsoft Word 2010: Comprehensive (New Perspectives Series: Individual Office Applications)



## **Synopsis**

With the New Perspectives™ critical-thinking, problem-solving approach, students will gain a comprehensive understanding of Microsoft Office Word 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.Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## **Book Information**

File Size: 81667 KB

Print Length: 760 pages

Publisher: Cengage Learning; 001 edition (November 10, 2010)

Publication Date: November 10, 2010

Language: English

ASIN: B00B6F44IW

Text-to-Speech: Not enabled

X-Ray: Not Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #711,366 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #265 in Books > Computers & Technology > Software > Microsoft > Microsoft Word #326 in Books > Computers & Technology > Software > Word Processing #791 in Books > Computers & Technology > Software > Microsoft > Microsoft Office

## **Customer Reviews**

This item is exactly as advertised. Worked out quite well for my computer course and I will be keeping the book to utilize and reference in the future. Highly recommended for even beginners to go through. Not sure how you would obtain the file links to do the assignments though unless you were actually enrolled.

I needed this book for an online class I am taking. Tutorials do not help much. I have run into many steps in the assignments that were not covered at all in any of the tutorials for the specific

assignments book has you do. A lot of the stuff that it tells you to do is really more of a joke.

If I was to buy this book for my course it was going to run me almost 170 dollars! I'm so glad I was able to find this and be able to rent it for this price! It was exactly what I needed and I was able to complete my assignments with ease.

The content of the book is great! The format follows an easy methodology of using examples to teach the Lessons. The only improvement desired regards the extra effort needed to access and download the sample set of documents used in the Lessons. You need to call the author, Course Technology, to ask them for the link to their website and the correct folders within to download the sample sets. For this amount for a manual, I would expect the link to be within the book.

If you've ever wanted a step-by-step for MS Word, this is a good purchase. Lots of examples take you through the simple to the complex. Even managing forms, publications, etc. I liked its systematic approach. But best read when you are sitting in front of your computer, so you can use Word at the same time as you read.

Was a great book and helped me navigate the software in a step by step approach. I really wish that I would have kept this book instead of selling it back for cash.

I don't really know if I can actually review a text book. I am guessing you are getting this for class and would never read this unless you had to. So here it goes: It has the pages you need in them. It has color. It helps you pass the class. That's it.

...when required for your college course. Otherwise, not going to wow you. Will teach you what you need to know and not bore you TOO much.

[Download to continue reading...](#)

Warriors Word Scramble: Word Scramble Games - Word Search, Word Puzzles And Word Scrambles (Word Games, Brain Games, Word Search, Word Search Games, Word ... Scramble, Word Scrabble, Unscramble Word) New Perspectives on Microsoft Word 2010: Comprehensive (New Perspectives Series: Individual Office Applications) New Perspectives on Microsoft Access 2010, Comprehensive (New Perspectives Series: Individual Office Applications) Microsoft Word 2010: Illustrated Complete (Illustrated Series: Individual Office Applications) Word Search Book for

Adults: Word Search Puzzles to Improve Memory and Exercise: word search, word search books, word search books for adults, adult word search books, word search puzzle books Word Search Puzzles Large Print: Large print word search, Word search books, Word search books for adults, Adult word search books, Word search puzzle books, Extra large print word search Microsoft Office 2010: Introductory (Shelly Cashman Series Office 2010) Microsoft Office 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card ... Office 365 & Office 2016: Introductor New Perspectives on Microsoft Office 2010, Second Course (SAM 2010 Compatible Products) Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013) Bundle: New Perspectives on Microsoft Project 2010: Introductory + Microsoft Project 2010 60 Day Trial CD-ROM for Shelly/Rosenblatt's Systems Analysis and Design New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition (Microsoft Office 2013 Enhanced Editions) Microsoft Word 2010: Comprehensive (SAM 2010 Compatible Products) New Perspectives Microsoft Office 365 & Word 2016: Comprehensive Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book 10 Tips in 10 Minutes using Microsoft Outlook 2010 (Tips in Minutes using Windows 7 & Office 2010 Book 6) Microsoft Excel 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) Zeitmanagement mit Microsoft Office Outlook, 8. Auflage (einschl. Outlook 2010): Die Zeit im Griff mit der meistgenutzten BÄ rosoftware - Strategien, Tipps ... (Versionen 2003 - 2010) (German Edition) New Perspectives on Microsoft Project 2010: Introductory (New Perspectives Series)

[Dmca](#)