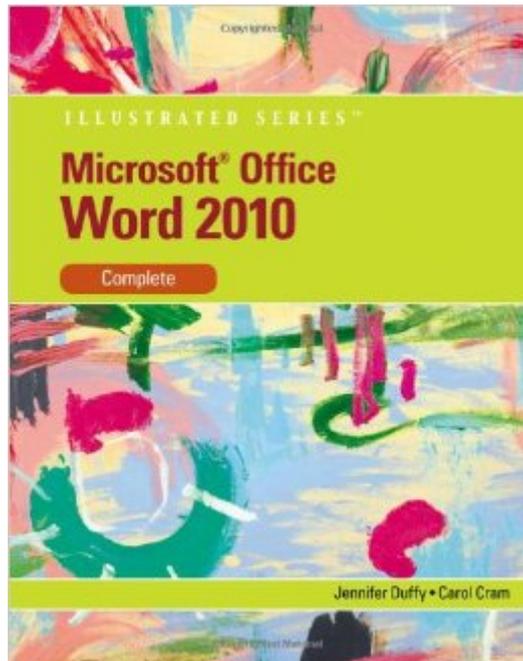


The book was found

# Microsoft Word 2010: Illustrated Complete (Illustrated Series: Individual Office Applications)



## Synopsis

Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching Microsoft Office Word 2010 to both computer rookies and hotshots. Each two-page spread focuses on a single skill, making information easy to follow and absorb. Large, full-color illustrations represent how the students' screen should look. Concise text introduces the basic principles of the lesson and integrates a case study for further application.

## Book Information

Series: Illustrated Series: Individual Office Applications

Paperback: 520 pages

Publisher: Cengage Learning; 1 edition (September 30, 2010)

Language: English

ISBN-10: 0538747145

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Product Dimensions: 0.5 x 8 x 10 inches

Shipping Weight: 2 pounds (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars [See all reviews](#) (20 customer reviews)

Best Sellers Rank: #867,641 in Books (See Top 100 in Books) #206 in [Books > Computers & Technology > Software > Microsoft > Microsoft Word](#) #248 in [Books > Computers & Technology > Software > Word Processing](#) #615 in [Books > Computers & Technology > Software > Microsoft > Microsoft Office](#)

## Customer Reviews

This textbook was selected for a CS125ww class at Rogue Community College. This book is defiantly an entry level office workers handbook for getting use to the patterns and concepts of Word2010. The exercises and follow-along instructional portions are geared towards those that need an extra eye of what is where and what should happen. The textbook was easy to follow along with and used the 'situational' learning method by presenting each subject with an "...if Jaine wanted to..." However, through the course of the class there were several mistakes throughout the book (most of them in the chapter quizzes). If you are an instructor, contact the publisher for an update quiz question answer sheet for this textbook. If you have experience with Word from 2003 and up, you will find a lot of the same information in all three generations of Word since then; however the interface is dramatically different (ribbon). Advanced users will probably find themselves skipping to the chapter quizzes and exercises and probably completing them with general ease.

I didn't realize it's a textbook. Yes, it's illustrated. I don't like it because it's more a text for someone who has never used Word in their entire life and then there are textbook exercises to do; however, there is no CD to go with it. Since it's a used book, the previous owner didn't leave the CD in it. If you want more detailed information and more advanced features of Word, this is not the book for you or me.

This entire series is what you would need in order to fully prepare yourself with this application. It contains file samples that help you along the way and cool tips you need for the exam.

This book explains how to do everything in word in great step-by-step detail. Everyone who is computer/word illiterate should buy this book. super helpful.

I selected this book as a review and reference book to test my skills periodically. I like this book with its putting it altogether concepts.

Good price, good timing, exact item. just good :)I received my book shortly after placing orderDefinitely a good place to shop

Good book. Great explanation and tips. I bought this for my son's computer class. He got an "A" thanks to this book! :)

The book was required for my class. It seems to be very thorough and easy to navigate. Price was a lot less than the bookstore.

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