



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

S. Scott Zimmerman, Beverly B. Zimmerman, Ann Shaffer

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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.

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