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supplement that is designed to be packaged with an office 2010 or computer concepts textbook for introductory computer courses in microsoft office 2007 or courses in computer concepts that includes coverage of microsoft windows 7 teach the course you want in less time the primary goal of the go series aside from teaching computer applications is ease of implementation with an approach that is based on clearly defined projects for students and a one of a kind supplements package this is a one chapter supplement

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go with mylab it uses seamless digital instruction practice and assessment so instructors can easily assign the right learning path and students can start quickly with no friction and no frustration provided by publisher

the primary goal of the go series aside from teaching computer applications is ease of implementation this approach is based on clearly defining projects for readers in a way that is easy to understand creating documents with microsoft word 2007 formatting and organizing text using graphics and tables special document formats columns and mail merge creating a worksheet and charting data managing workbooks and analyzing data using functions and tables getting started with access databases and tables sort and query a database forms filters and reports getting started with microsoft powerpoint 2007 designing a powerpoint presentation enhancing a presentation with animation tables and charts using access data with other office programs using tables in word and excel using excel as a data source in a mail merge linking data in office documents creating presentation content from office documents market for professionals seeking to learn and understand microsoft office 2007

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this highly visual project based book features hands on exercises that are built around a running case study the features common to all office 97 applications are overviewed at the beginning of the text to familiarize readers with the entire integrated software suite

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