



Microsoft Office 2010 Fundamentals (Middle School Solutions)

By Laura Story, Dawna Walls

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Editorial Review

Review

UNIT 1: GETTING STARTED. 1: Working with Microsoft Office 2010. UNIT 2: MICROSOFT WORD. 1: Understanding Word Basics. 2: Editing and Formatting Text. 3: Formatting Documents. 4: Working with Graphic Objects. Unit Review. UNIT 3: MICROSOFT EXCEL. 1: Understanding Excel Basics. 2: Formatting and Editing the Worksheet. 3: Using Formulas and Functions. 4: Working with Charts. Unit Review. UNIT 4: MICROSOFT POWERPOINT. 1: Understanding PowerPoint Basics. 2: Formatting and Modifying Presentations. 3: Delivering the Presentation. Unit Review. UNIT 5: MICROSOFT ACCESS. 1: Understanding Access Basics. 2: Creating Forms and Reports. Unit Review. UNIT 6: MICROSOFT PUBLISHER. 1: Understanding Publisher Basics. UNIT 7: INTEGRATION BASICS. 1: Understanding Integration Basics. Appendix A--Windows 7 Basics. Appendix B--Outlook Basics.

About the Author

Laura Story and Dawna Walls, both graduates of Texas Tech University, have co authored three books together for Course Technology and have collaborated on dozens of other writing and editing projects during the past two decades, including software textbooks, user's guides, tutorials, i-manuals, site documentation, training material, and supplements. With similar backgrounds in technical writing, Web development, computer education, and the IT industry, they bring a breadth of experience and expertise to the teaching process.

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