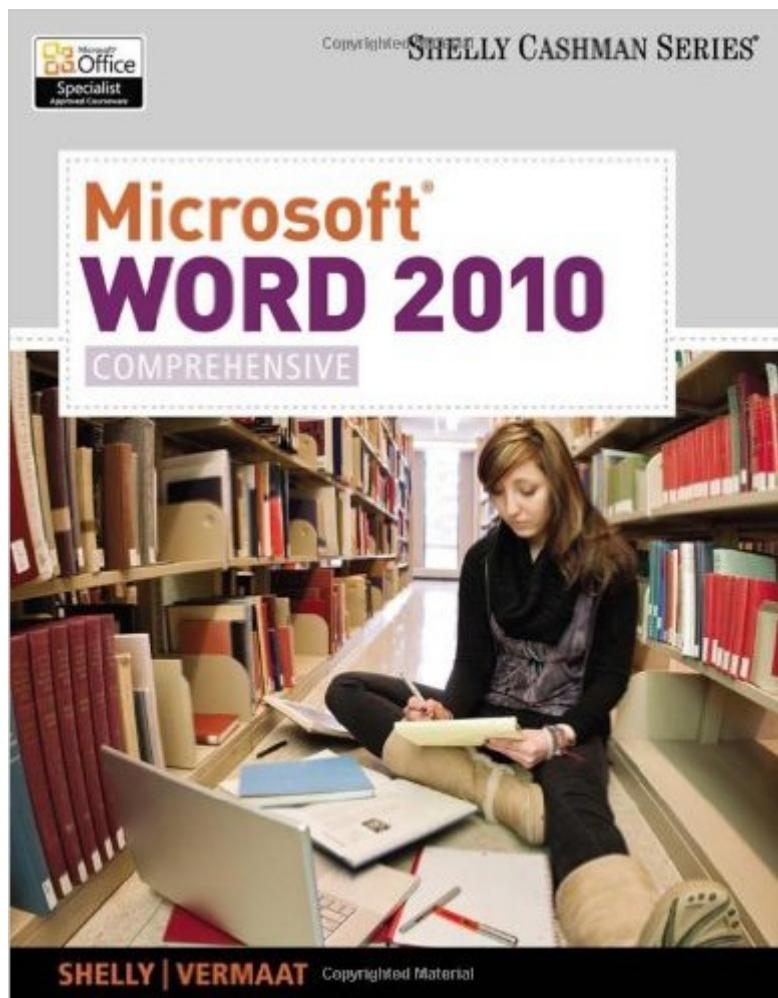


The book was found

Microsoft Word 2010: Comprehensive (SAM 2010 Compatible Products)



Synopsis

Microsoft Office Word 2010: Comprehensive provides a project-based, step-by-step approach to successfully teach students Microsoft Word 2010 skills.

Book Information

Series: SAM 2010 Compatible Products

Paperback: 928 pages

Publisher: Cengage Learning; 1 edition (January 18, 2011)

Language: English

ISBN-10: 1439079005

ISBN-13: 978-1439079003

Product Dimensions: 10.8 x 8.6 x 1.2 inches

Shipping Weight: 3.3 pounds (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 starsÂ See all reviewsÂ (37 customer reviews)

Best Sellers Rank: #333,311 in Books (See Top 100 in Books) #88 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Word #104 inÂ Books > Computers & Technology > Software > Word Processing #4595 inÂ Books > Textbooks > Computer Science

Customer Reviews

This book was a disappointment in that it covers only customary uses of the material. I expected the book to cover ALL the capabilities of the software, or at least 80% of them. I didn't review the book sooner because I expected it to be similar to another earlier version about ten years ago which gave better coverage. I would have sent this 2010 book back and purchased from another publisher had I known it would only do the basics. Also, they could have chosen a better cover image with a student who doesn't look so bored and sad! Maybe she's seen the inside of the book and was disappointed also!

What I like about the step-by-step fully illustrated series are the scenarios given to each project, setting the tone and objectives for what and why this exercise is of value, and where to except its usage. Every component of Windows and Office is introduced. What occasionally frustrated me was when the instruction was unclear and I had to step away momentarily to sort through what I need to do to match my illustrated results...perhaps a true exercise in logic. Overall, Microsoft Office 2010 is a handy "how-to reference" both now and in the future; there is no greater value for a beginner than to be walked through a process.

When I purchased the book, nowhere in the description did it say that it was without any kind of binding all pages were loose. I had to buy a binder to keep it in. It was a very disappointing to say the least.

The whole Shelly Cashman series for the MS Office products are good. Each chapter runs through a project from start to finish. Then there are projects to practice with at the end of each chapter where you can apply what you have learned and some of them don't give you every detail so you have to figure it out yourself. I bought this book used and it was in great condition.

This book walks you through the process of using Word 2010 step by step. However, I did find at times that it was a little too in depth. It ended up taking a long time to complete a project that could have been done in a shorter amount of time. The directions are really in depth.

Who needs to spend hundreds of dollars on a college course when you have the college book right here for next to nothing?????? You just need to be committed to following the chapters and the labs and you will turn into a 2010 Word Ace!!!!

I chose this product because it was required for my class. However, I was not able to buy the text at that time. Renting the book from was a Godsend. I would recommend this option to my fellow students.

This book is a great textbook. It takes you throughout the software step-by-step with homework and then gives you assignments to do it on your own. Very helpful and great for learning. Highly recommended!

[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) Microsoft Word 2010: Comprehensive (SAM 2010 Compatible Products) Microsoft Access 2010: Comprehensive (SAM 2010 Compatible Products) New Perspectives on Microsoft Office 2010, Second Course (SAM 2010 Compatible Products) 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 Windows Vista: Complete Concepts and Techniques (Sam 2007 Compatible Products) 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 Microsoft Excel 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) Microsoft Office 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) New Perspectives on Microsoft Word 2010: Comprehensive (New Perspectives Series: Individual Office Applications) Bundle: New Perspectives on Microsoft Project 2010: Introductory + Microsoft Project 2010 60 Day Trial CD-ROM for Shelly/Rosenblatt's Systems Analysis and Design Microsoft Windows 7: Essential (Available Titles Skills Assessment Manager (SAM) - Office 2010) Microsoft Windows 7: Complete (Available Titles Skills Assessment Manager (SAM) - Office 2010) Microsoft Windows 7: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) Microsoft Windows 7: Illustrated Essentials (Available Titles Skills Assessment Manager (SAM) - Office 2010) New Perspectives on Microsoft Windows XP, Comprehensive, 2005 Service Pack 2 Update (Available Titles Skills Assessment Manager (SAM) - Office 2007) Scott 2015 Standard Postage Stamp Catalogue Volume 5: Countries of the World N-Sam (Scott Standard Postage Stamp Catalogue Vol 5 Countries N-Sam) The Sam Prichard Series - Books 1-4 (Sam Prichard Boxed Set, Mystery, Thriller, Suspense, Private Investigator) Designing Products People Love: How Great Designers Create Successful Products

[Dmca](#)