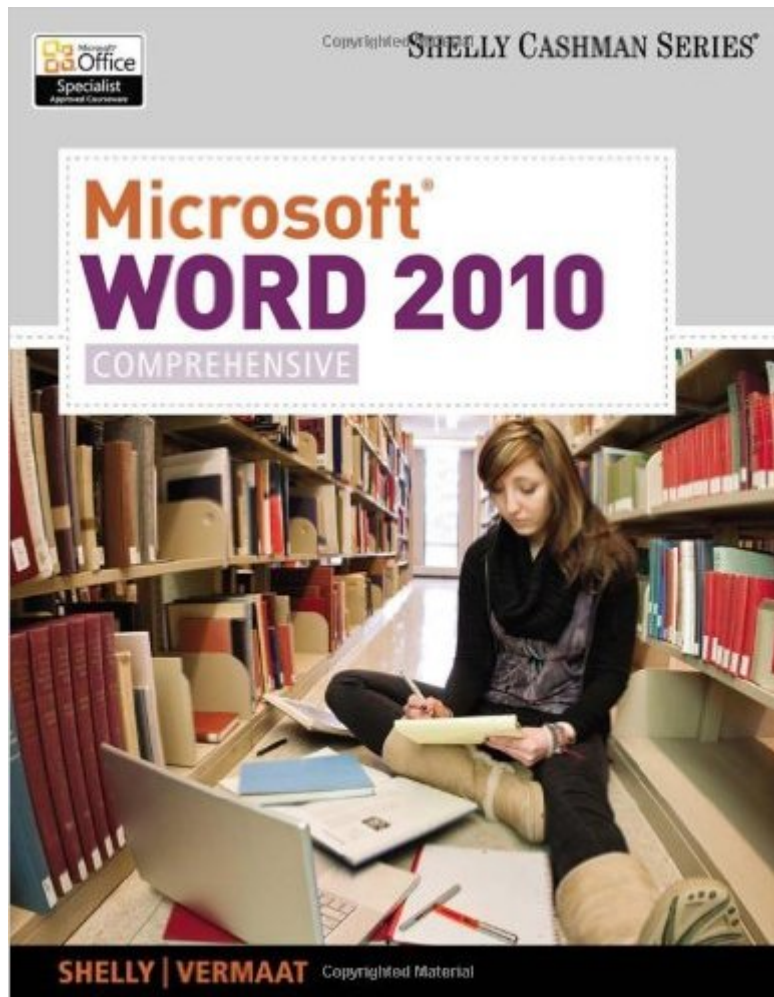


The book was found

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 stars [See all reviews](#) (37 customer reviews)

Best Sellers Rank: #333,311 in Books (See Top 100 in Books) #88 in [Books > Computers & Technology > Software > Microsoft > Microsoft Word](#) #104 in [Books > Computers & Technology > Software > Word Processing](#) #4595 in [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 expect 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 discription 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 committee 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!

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