GO! with Microsoft Word 2010, Comprehensive

By Shelley Gaskin, Robert Ferrett, Carol L. Martin

GO! with Microsoft Word 2010, Comprehensive By Shelley Gaskin, Robert Ferrett, Carol L. Martin

For introductory computer courses on Microsoft Word 2010 or courses in computer concepts with a lab component on Word.

Teach the course YOU want in LESS TIME!

The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation. This approach is based on clearly defined projects for students and a one-of-a-kind supplements package for instructors.

⬇ **Download** GO! with Microsoft Word 2010, Comprehensive ...pdf

▤ **Read Online** GO! with Microsoft Word 2010, Comprehensive ...pdf

GO! with Microsoft Word 2010, Comprehensive

By Shelley Gaskin, Robert Ferrett, Carol L. Martin

GO! with Microsoft Word 2010, Comprehensive By Shelley Gaskin, Robert Ferrett, Carol L. Martin

For introductory computer courses on Microsoft Word 2010 or courses in computer concepts with a lab component on Word.

Teach the course YOU want in LESS TIME!

The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation. This approach is based on clearly defined projects for students and a one-of-a-kind supplements package for instructors.

GO! with Microsoft Word 2010, Comprehensive By Shelley Gaskin, Robert Ferrett, Carol L. Martin Bibliography

- Sales Rank: #1058478 in Books
- Published on: 2010-08-06
- Original language: English
- Number of items: 1
- Dimensions: 10.90" h x .70" w x 9.30" l,
- Binding: Spiral-bound
- 944 pages

Download and Read Free Online GO! with Microsoft Word 2010, Comprehensive By Shelley Gaskin, Robert Ferrett, Carol L. Martin

---

Editorial Review

From the Back Cover

The GO! System: Designed for Student Success!

The goal of the *GO! Series* is to provide you with the skills to solve business problems using the computer as a tool, for both yourself and the organization for which you might be employed. When you use the *GO! Series* in one of your courses, you use a "system" that includes a textbook, CD, and Companion Website with tools like videos and self-study aides.

Student CD Package
The Student CD package that comes with your book includes a CD to help you complete every project faster!

• Student Videos help you visually learn the skills in each chapter.
• Student Data Files needed to complete the projects in the textbook.

Student Textbook
• Project-based so you learn by creating real world projects, not by reading long pages of text or simply practicing features of an application.
• Very clear instruction directs you first where to go, then what to do, when completing steps of the projects to help ensure you don't get lost.
• Visual Summary shows you up front what your completed project will look like, and a File Guide clearly shows you which files are needed for each project and how to save the document.
• Lots of large screen shots allow you to check your work and make sure you are on the right track at numerous points in the project.

Student Companion Web Site: www.pearsonhighered.com/go
An interactive web site featuring self-study tools to help you succeed in this course!

• Online Study Guide provides practice of the chapter material by answering auto-graded objective questions.
• Glossary of key terms reinforces terminology as you learn the language of computing.
• Student Data Files needed to complete the projects in the book are downloadable from this site.

About the Author

Shelley Gaskin, Series Editor for the GO! Series, is a professor of business and computer technology at Pasadena City College in Pasadena, California. She holds a master's degree in business education from Northern Illinois   University and a doctorate in adult and community education from Ball State University. Dr. Gaskin has 15 years of experience in the computer industry with several Fortune 500 companies and has developed and written training materials for custom systems applications in both the public and private sector. She is also the author of books on Microsoft Outlook and word processing.

Robert L. Ferret recently retired as the director of the Center for Instructional Computing at Eastern

Michigan University, where he provided computer training and support to faculty. He has authored or co-authored more than 70 books on Access, PowerPoint, Excel, Publisher, WordPerfect, and Word. Before writing the *GO! Series,* Bob was a series editor and author for the *Learn Series.* He has a bachelor's degree in psychology, a master's degree in geography, and a master's degree in interdisciplinary technology from Eastern Michigan University. Bob's doctoral studies were in instructional technology at Wayne State University. For fun, Bob teaches a four-week computers and genealogy class and has written genealogy and local history books.

Carol L. Martin is a faculty member at Harrisburg Area Community College. She holds a bachelor's degree in Secondary Education—Mathematics from Millersville (PA) University and a master's degree in Training and Development from Pennsylvania State University. For over 35 years she has instructed individuals in the use of various computer applications. She has co-authored several training manuals for use in Pennsylvania Department of Education in-service courses and has written an Outlook textbook.

Users Review

From reader reviews:

Walter Jones:

Do you among people who can't read pleasant if the sentence chained from the straightway, hold on guys this particular aren't like that. This GO! with Microsoft Word 2010, Comprehensive book is readable by you who hate those perfect word style. You will find the details here are arrange for enjoyable reading experience without leaving possibly decrease the knowledge that want to deliver to you. The writer regarding GO! with Microsoft Word 2010, Comprehensive content conveys the idea easily to understand by lots of people. The printed and e-book are not different in the information but it just different such as it. So , do you continue to thinking GO! with Microsoft Word 2010, Comprehensive is not loveable to be your top list reading book?

Thomas Brown:

Reading can called brain hangout, why? Because if you are reading a book especially book entitled GO! with Microsoft Word 2010, Comprehensive your thoughts will drift away trough every dimension, wandering in every aspect that maybe unfamiliar for but surely will become your mind friends. Imaging each and every word written in a book then become one contact form conclusion and explanation that will maybe you never get prior to. The GO! with Microsoft Word 2010, Comprehensive giving you a different experience more than blown away your brain but also giving you useful details for your better life on this era. So now let us teach you the relaxing pattern at this point is your body and mind is going to be pleased when you are finished looking at it, like winning an activity. Do you want to try this extraordinary wasting spare time activity?

Teresa Graham:

This GO! with Microsoft Word 2010, Comprehensive is great e-book for you because the content that is full of information for you who have always deal with world and also have to make decision every minute. This specific book reveal it information accurately using great coordinate word or we can claim no rambling sentences inside it. So if you are read this hurriedly you can have whole information in it. Doesn't mean it only provides straight forward sentences but hard core information with beautiful delivering sentences.

Having GO! with Microsoft Word 2010, Comprehensive in your hand like finding the world in your arm, info in it is not ridiculous one particular. We can say that no publication that offer you world throughout ten or fifteen moment right but this e-book already do that. So , this is certainly good reading book. Hello Mr. and Mrs. active do you still doubt that will?

Gary Muldowney:

As we know that book is vital thing to add our knowledge for everything. By a e-book we can know everything we wish. A book is a set of written, printed, illustrated or maybe blank sheet. Every year seemed to be exactly added. This guide GO! with Microsoft Word 2010, Comprehensive was filled concerning science. Spend your spare time to add your knowledge about your technology competence. Some people has several feel when they reading some sort of book. If you know how big good thing about a book, you can experience enjoy to read a book. In the modern era like right now, many ways to get book which you wanted.

Download and Read Online GO! with Microsoft Word 2010, Comprehensive By Shelley Gaskin, Robert Ferrett, Carol L. Martin #9XM2UER68LH

Read GO! with Microsoft Word 2010, Comprehensive By Shelley Gaskin, Robert Ferrett, Carol L. Martin for online ebook

GO! with Microsoft Word 2010, Comprehensive By Shelley Gaskin, Robert Ferrett, Carol L. Martin Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read GO! with Microsoft Word 2010, Comprehensive By Shelley Gaskin, Robert Ferrett, Carol L. Martin books to read online.

Online GO! with Microsoft Word 2010, Comprehensive By Shelley Gaskin, Robert Ferrett, Carol L. Martin ebook PDF download

GO! with Microsoft Word 2010, Comprehensive By Shelley Gaskin, Robert Ferrett, Carol L. Martin Doc

GO! with Microsoft Word 2010, Comprehensive By Shelley Gaskin, Robert Ferrett, Carol L. Martin Mobipocket

GO! with Microsoft Word 2010, Comprehensive By Shelley Gaskin, Robert Ferrett, Carol L. Martin EPub