

THE O'LEARY SERIES

INTRODUCTORY EDITION

Microsoft® Office 2010: A Case Approach

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Microsoft® Office 2010: A Case Approach

Timothy J. O'Leary

*Professor Emeritus,
Arizona State University*

Linda I. O'Leary





THE O'LEARY SERIES MICROSOFT® OFFICE 2010: A CASE APPROACH, INTRODUCTORY

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Word

Sarah Clifford is an independent writer, editor, and educator based in the San Francisco Bay area. She has designed and delivered academic programs for large organizations in both the private and public sectors. Additionally, Sarah has served as a faculty member of Golden Gate University. Over the past 20 years, she has co-authored several texts on information technology for McGraw-Hill, including the Advantage Series of books, resources geared towards training college students and others in using and integrating personal computer applications. For the past six years, Sarah also has served as the curriculum director for Vita Academy, a private co-educational grammar school she helped found in Oakland, California.

Excel

Kaari Busick is a freelance technical writer and editor with over 15 years of experience in technical documentation, from end-user manuals to programmer training materials. After receiving a BA from Colby College, she went on to receive a certificate in Technical Communication from the University of Washington. She has co-authored two nonfiction books with VeloPress and Prima Publishing, as well as various articles and reviews. She lives in Chicago, and her Web site is at kaaribusick.com.

Access

Paula Gregory was influenced early on by her mother, who enrolled in computer classes at the local community college, using the first home computer released by Radio Shack—a TRS-80. Paula received

her associates degree with honors in 1990 at Yavapai College, majoring in computer science. In 1991, she began teaching and helping students one-on-one with computers at Yavapai College, and went on to get her teaching certification in 1998. Since then, Paula has enjoyed teaching college students all about computers and Microsoft Office and Adobe products. MCAS-certified in Microsoft Word and Access and ACA-certified in Adobe Photoshop, as well as an accomplished artist and writer, Paula enjoys combining all her skills to develop material that engages the audience and makes learning fun.

PowerPoint

Christy Parrish spent 20 years developing, designing, and delivering corporate training programs. She has contributed to several books on Microsoft Office and other productivity software packages. As a freelance author, she also has written a magazine series and numerous online articles on a wide variety of topics. Christy is also a member of her community artists group and is recognized for her unique photographic skills that are on display at various galleries. She is married and has two sons that both share her love of writing and art.

The 20th century brought us the dawn of the digital information age and unprecedented changes in information technology. There is no indication that this rapid rate of change will be slowing—it may even be increasing. As we begin the 21st century, computer literacy is undoubtedly becoming a prerequisite in whatever career you choose.

The goal of the O’Leary Series is to provide you with the necessary skills to efficiently use these applications. Equally important is the goal to provide a foundation for students to readily and easily learn to use future versions of this software. This series does this by providing detailed step-by-step instructions combined with careful selection and presentation of essential concepts.

Times are changing, technology is changing, and this text is changing too. As students of today, you are different from those of yesterday. You put much effort toward the things that interest you and the things that are relevant to you. Your efforts directed at learning application programs and exploring the Web seem, at times, limitless.

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Computing Essentials 2012 offers a unique, visual orientation that gives students a basic understanding of computing concepts. *Computing Essentials* encourages "active" learning with exercises, explorations, visual illustrations, and screen shots. While combining the "active" learning style with current topics and technology, this text provides an accurate snapshot of computing trends. When bundled with software application lab manuals, students are given a complete representation of the fundamental issues surrounding the personal computing environment.

About the Authors



Tim and Linda O'Leary live in the American Southwest and spend much of their time engaging instructors and students in conversation about learning. In fact, they have been talking about learning for over 25 years. Something in those early conversations convinced them to write a book, to bring their interest in the learning process to the printed page. Today, they are as concerned as ever about learning, about technology, and about the challenges of presenting material in new ways, in terms of both content and method of delivery.

A powerful and creative team, Tim combines his 30 years of classroom teaching experience with Linda's background as a consultant and corporate trainer. Tim has taught courses at Stark Technical College in Canton, Ohio, and at Rochester Institute of Technology in upstate New York, and is currently a professor emeritus at Arizona State University in Tempe, Arizona. Linda offered her expertise at ASU for several years as an academic advisor. She also presented and developed materials for major corporations such as Motorola, Intel, Honeywell, and AT&T, as well as various community colleges in the Phoenix area.

Tim and Linda have talked to and taught numerous students, all of them with a desire to learn something about computers and applications that make their lives easier, more interesting, and more productive.

Each new edition of an O'Leary text, supplement, or learning aid has benefited from these students and their instructors who daily stand in front of them (or over their shoulders). The O'Leary Series is no exception.

Dedication

We dedicate this edition to our parents, Irene Perley Coats, Jean L. O'Leary, and Charles D. O'Leary, for all their support and love. We miss you.

