

Microsoft® Office Excel 2010: A Lesson Approach, Complete is written to help you master Microsoft Excel. The text takes you step by step through the Excel features that you are likely to use in both your professional and personal life.

Case Study

Learning about the features of Excel is one thing, but applying what you learn is another. That's why a case study runs throughout the text. The case study offers the opportunity to learn Excel in a realistic business context. Take the time to read the case study about AllAround Vision Care, a fictional eye care group with offices in four U.S. cities. The workbooks used for this course involve this company and its daily operations.

Organization of the Text

The text includes six units. Each unit is divided into smaller lessons. There are 18 lessons, each self-contained but build also on previously learned procedures. This building-block approach, together with the case study and the features listed next, enables you to maximize your learning process.

Features of the Text

- Objectives are listed for each lesson.
- The estimated time required to complete each lesson up to the Skills Review section is stated.
- Within a lesson, each heading corresponds to an objective.
- Easy-to-follow exercises emphasize “learning by doing.”
- Key terms are italicized and defined as they are encountered.
- Extensive graphics display screen contents.
- Command buttons and keyboard keys are shown in the text when used.
- Lessons contain important Notes, useful Tips, and helpful Reviews.
- A Lesson Summary reviews the important concepts taught in each lesson.
- A Command Summary lists the commands taught in each lesson.
- The Concepts Review includes true-false, short answer, and critical thinking questions that focus on lesson content.
- The Skills Review provides skill reinforcements for each lesson.
- Lesson Applications ask you to apply your skills in a more challenging way.
- On Your Own exercises let you apply your skills creatively.
- Unit Applications give you the opportunity to use the skills you learn throughout a unit.
- The text includes a glossary and an index. An Appendix of Microsoft's Certification standards is also available on the Lesson Approach Web site at www.mhhe.com/lessonapproach2010.

Lesson Approach Web Site

Visit the Lesson Approach Web site at www.mhhe.com/lessonapproach2010 to access additional materials.

Conventions Used in the Text

This text uses a number of conventions to help you learn the program and save your work.

- Text to be keyed appears either in **red** or as a separate figure.
- File names appear in **boldface**.
- Individual worksheet names in a workbook appear in **blue**.
- Options that you choose from command tabs and dialog boxes appear in **green**; for example, “Click the **File** command tab.”
- You are asked to save each document with your initials followed by the exercise name. For example, an exercise might end with this instruction: “Save the document as *[your initials]5-12*.” Your instructor may ask you to name your work with an identifier different from your initials.

If You Are Unfamiliar with Windows

If you are unfamiliar with Windows, review the next section “Windows Tutorial” before beginning Lesson 1. This tutorial provides a basic overview of Microsoft’s operating systems and shows you how to use the mouse. You might also want to review “File Management” on the Lesson Approach Web site to get more comfortable with files and folders.

Screen Differences

As you practice each concept, illustrations of the screens help you follow the instructions. Don’t worry if your screen is slightly different from the illustration. These differences are due to variations in system and computer configurations.