

Microsoft Word 2010: A Lesson Approach is written to help you master Microsoft Word. The text guides you step by step through the Word features that you are likely to use in both your personal and business life.

Case Study

Learning the features of Word is one component of the text, and applying what you learn is another component. A case study was created to offer the opportunity to learn Word in a realistic business context. Take the time to read the case study about Campbell's Confections, a fictional business located in Grove City, Pennsylvania. All the documents for this course relate to Campbell's Confections.

Organization of the Text

The text includes seven units, and each unit is divided into lessons. There are twenty-four lessons, each self-contained but building on previously learned procedures. This building-block approach, together with the case study and the following features, enables you to maximize the learning process.

Features of the Text

- Objectives are listed for each lesson.
- The estimated time required to complete each lesson up to the Summary 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.
- Ribbon commands and keyboard keys are shown in the text when used.
- Lessons contain important notes, useful tips, and helpful reviews.
- The Lesson Summary reviews the important concepts taught in the lesson.
- The Command Summary lists the commands taught in the lesson.
- Concepts Review includes true-false, short answer, and critical thinking questions that focus on lesson content.
- Skills Review provides skill reinforcement for each lesson.
- Lesson Applications apply your skills in a more challenging way.
- On Your Own exercises apply your skills creatively.
- Unit Applications give you the opportunity to practice the skills you learn throughout a unit.
- The appendixes include "Proofreaders' Marks" and "Standard Forms for Business Documents." Also included are a glossary and an index. An Appendix of Microsoft's Certification standards is also available on the OLC at www.mhhe.com/lessonapproach2010.

Lesson Approach Web Site

Visit the Lesson Approach Web site at www.mhhe.com/lessonapproach2010 to access a wealth of 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**.
- Options that you choose from tabs and dialog boxes, but that aren't buttons, appear in **green**; for example, "Choose **Print** from the File 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]4-12*." Documents are saved in folders for each lesson.

If You Are Unfamiliar with Windows

If you are not familiar with Windows, review the next section "Windows Tutorial" before beginning Lesson 1. This tutorial provides a basic overview of Microsoft's operating system 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 different from the illustration. These differences are due to variations in system and computer configurations.

You will need Microsoft Word 2010 to work through this textbook. Word 2010 needs to be installed on the computer's hard drive or on a network.