

Make It

with Microsoft®

Office 2010



Windows

Activity-based approach to learning:

- Word
- Excel
- PowerPoint
- Publisher
- Access
- Outlook



Vicki Sharp, Ph.D.

CD-ROM contains more than 50 examples.

Make It with Microsoft Office 2010

Tutorials for:

- Word
- Excel
- PowerPoint
- Publisher
- Access
- Outlook

6 books for the price of one!

This quick-paced, hands-on guide is designed for:

- Busy teachers
- Educators
- Parents
- Students
- Student teachers
- Preservice teachers
- Technology support specialists

In a matter of minutes, create:

- Slide shows
- Photo albums
- Screen savers
- Newsletter
- Brochures
- Graphs
- ...and more!

Features:

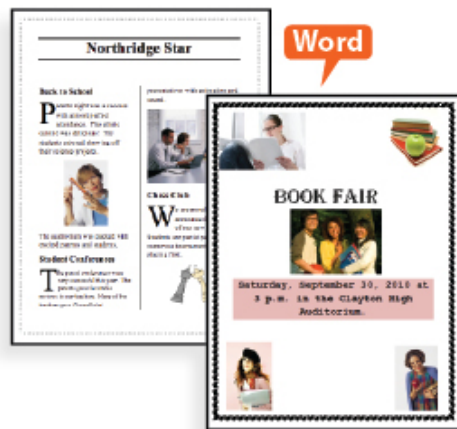
- Step-by-step tutorials
- More than 35 projects
- Easy-to-follow organization
- Helpful tips, notes, and objectives
- Assumes no prior knowledge with program
- Pictures with easy-to-read, concise directions
- Activities most frequently used in the classroom and home



PowerPoint



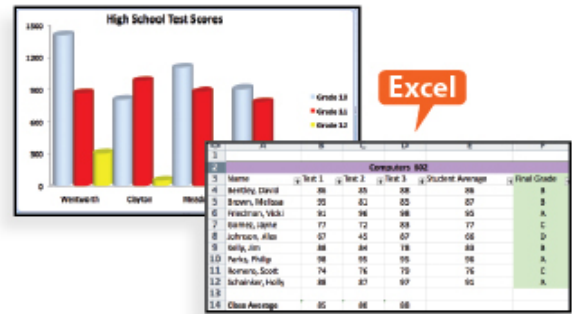
Access



Word



Publisher



Excel



Vicki F. Sharp, Ph.D.

Vicki has more than 40 years of teaching experience and is a Professor Emeritus at California State University, Northridge. She has written more than 50 books in the field of education.

Other products by Visions!

- Make It with Microsoft Office 2008 (Macintosh)
- Make It with Microsoft Office 2007 (Windows)
- Make It with Microsoft Office 2004 (Macintosh)
- Make It with Microsoft Office 2003 (Windows)
- Make It with Microsoft Office XP (Windows)
- Make It with Microsoft PowerPoint 2003/2004 (Windows/Macintosh)
- Make It with Inspiration: Version 8 (Windows/Macintosh)
- Best Web Sites for Teachers: 8th Edition



Requires Microsoft Office 2010 software.



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