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By Katherine T. Pinard, Robin M. Romer

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Editorial Review

Review

1. Introduction to Computers and the Internet. 2. Understanding Computer Hardware. 3. Understanding Computer Software. 4. Computer Networks. 5. Internet and Email. 6. Network and Internet Security and Privacy. 7. Using Windows. 8. File Management. 9. Getting Started with Microsoft Office 2010. 10. Word: Creating a Document. 11. Word: Editing and Formatting a Document. 12. Word: Working with Tables and Sections. 13. Excel: Creating a Workbook. 14. Excel: Formatting a Workbook. 15. Excel: Basic Formulas and Functions. 16. Excel: Charts and Graphs. 17. Access: Creating and Building a Database. 18. Access: Maintaining and Querying a Database. 19. Access: Forms and Reports. 20. PowerPoint: Creating a Presentation. 21. PowerPoint: Adding Graphics, Shapes, Tables and Charts. 22. Integrating Word, Excel, Access and PowerPoint.

About the Author

Katherine T. Pinard has more than 25 years of experience writing and editing books about computer concepts, applications, and technology. She has co-authored or contributed to over 20 successful books and has edited or managed more than 60 titles. She is MOS certified in Word and PowerPoint.

Over the past 25 years, Robin M. Romer has focused on writing and editing books about computing, including computer applications, Web design and development, and service desks. In 2001, Robin sold her successful imprint, Acada Books, to return to her roots and concentrate on hands-on writing and editing. She has authored and contributed to more than 30 books and edited more than 50 titles.

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