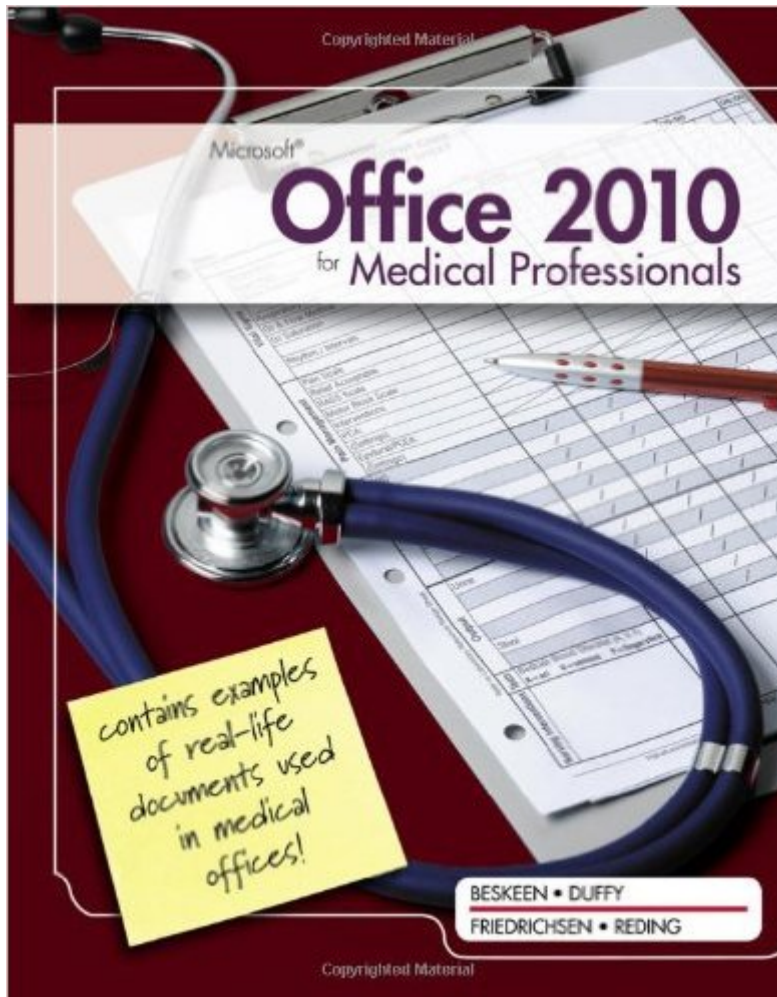


The book was found

Microsoft Office 2010 For Medical Professionals Illustrated (Illustrated Series: Medical Professionals)



Synopsis

Designed for students in medical office administration and allied health programs, MICROSOFT OFFICE 2010 FOR MEDICAL PROFESSIONALS teaches introductory Microsoft Office 2010 skills in an approachable and reader-friendly style. The real world examples, projects, and case-studies related to the medical industry provide Office 2010 skills necessary to succeed in office administration, medical assisting, or any health care career.

Book Information

Series: Illustrated Series: Medical Professionals

Paperback: 528 pages

Publisher: Cengage Learning; 1 edition (February 2, 2011)

Language: English

ISBN-10: 1111820996

ISBN-13: 978-1111820992

Product Dimensions: 10.7 x 8.4 x 0.9 inches

Shipping Weight: 2.2 pounds (View shipping rates and policies)

Average Customer Review: 4.1 out of 5 stars Â Â See all reviews Â (7 customer reviews)

Best Sellers Rank: #572,171 in Books (See Top 100 in Books) #247 in Â Books > Computers & Technology > Software > Suites #412 in Â Books > Computers & Technology > Software > Microsoft > Microsoft Office #7503 in Â Books > Textbooks > Computer Science

Customer Reviews

I used this book for a class I currently am taking and it is a very useful book. It provides step-by-step instructions on "how-to's" in WORD, EXCEL. Power point and ACCESS. Great for advanced beginners!

I have used Microsoft Office word, excel, power point and access for many years. However I had never had any training on the product. What I knew I learned on my own. I purchased this textbook because it was required as part of my curriculum for HIT. I learned many new and/or existing features within the Microsoft Office Suite during my 8 week class. If you plan on working in a Dr.'s office this would be very helpful as all of the exercises are geared to that environment. This textbook would be useful to anyone that uses Office on a regular basis and has not had training of the product, however you would need to insure that you have access to the documents, spreadsheets and other files that are available to the people who are enrolled in a formal class setting.

I have taken MS Office courses before but this book was very self-explanatory. This book only touches on some main items in the Office programs. There are more difficult things to learn in Excel and Access, that aren't discussed here. However, this would be a good starter book or just a book for brushing up some forgotten skills. I was actually glad it wasn't difficult because I already took those courses!

This is a required text for an online class I'm taking. It is easy to follow, clear and concise. This is especially key with an online class when you don't face to face contact with an instructor.

[Download to continue reading...](#)

Microsoft Office 2010 for Medical Professionals Illustrated (Illustrated Series: Medical Professionals) Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card ... Office 365 & Office 2016: Introductor Microsoft Office 2010: Introductory (Shelly Cashman Series Office 2010) Microsoft Office 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book Microsoft Word 2010: Illustrated Complete (Illustrated Series: Individual Office Applications) New Perspectives on Microsoft Office 2010, Second Course (SAM 2010 Compatible Products) 10 Tips in 10 Minutes using Microsoft Outlook 2010 (Tips in Minutes using Windows 7 & Office 2010 Book 6) Microsoft Excel 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) Zeitmanagement mit Microsoft Office Outlook, 8. Auflage (einschl. Outlook 2010): Die Zeit im Griff mit der meistgenutzten BÃ roftware - Strategien, Tipps ... (Versionen 2003 - 2010) (German Edition) Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013) Bundle: New Perspectives on Microsoft Project 2010: Introductory + Microsoft Project 2010 60 Day Trial CD-ROM for Shelly/Rosenblatt's Systems Analysis and Design Microsoft Office 2016: A Beginner's Guide to Microsoft Office New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition (Microsoft Office 2013 Enhanced Editions) Documents, Presentations, and Workbooks: Using Microsoft Office to Create Content That Gets Noticed- Creating Powerful Content with Microsoft Office Microsoft Windows 7: Illustrated Essentials (Available Titles Skills Assessment Manager (SAM) - Office 2010) Enhanced Microsoft Excel 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions) New Perspectives on Microsoft Access 2010, Comprehensive (New Perspectives Series: Individual Office Applications) New Perspectives on Microsoft Word 2010:

Comprehensive (New Perspectives Series: Individual Office Applications) Exploring Microsoft Office
2016 Volume 1 (Exploring for Office 2016 Series)

[Dmca](#)