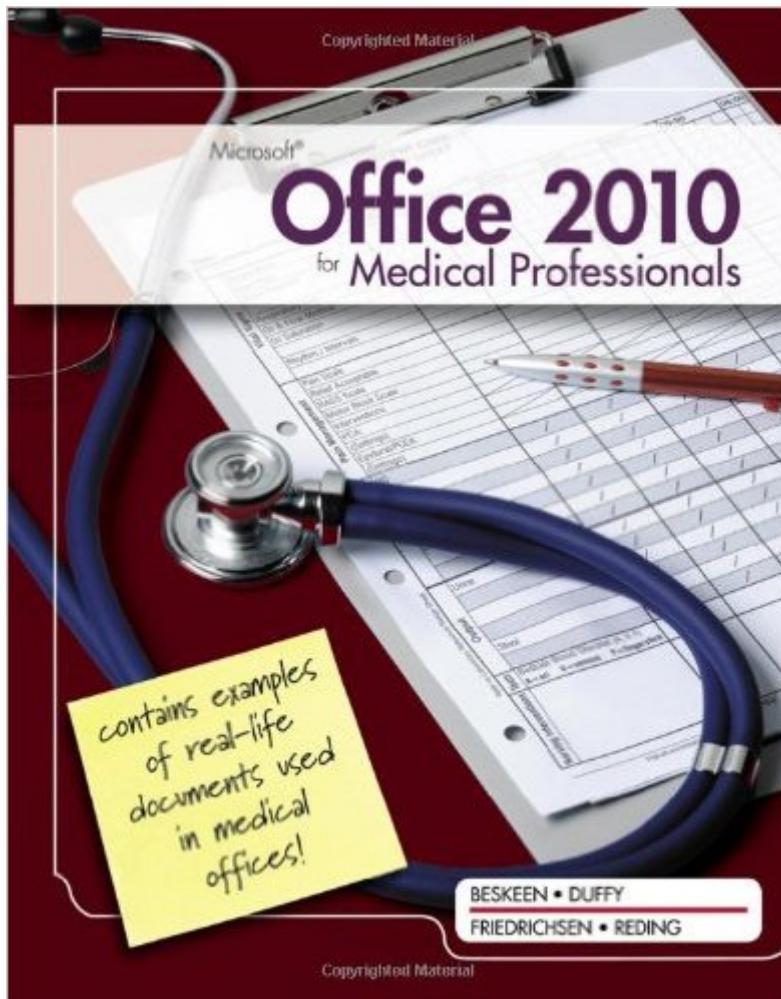


The book was found

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

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

Average Customer Review: 4.1 out of 5 starsÂ See all reviewsÂ (7 customer reviews)

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

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