



## Microsoft Office 2010 for Medical Professionals Illustrated (Illustrated Series: Medical Professionals)

*By David W. Beskeen, Jennifer Duffy, Lisa Friedrichsen, Elizabeth Eisner Reding*

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## **Editorial Review**

### Review

WINDOWS 7. Unit A: Getting Started with Windows 7. Unit B: Understanding File Management. Office 2010. Unit A: Getting Started with Microsoft Office 2010. WORD 2010. Unit A: Creating Documents with Word 2010. Unit B: Editing Documents. Unit C: Formatting Text and Paragraphs. Unit D: Creating and Formatting Tables. Unit E: Formatting Documents. Unit F: Merging Word Documents. EXCEL 2010. Unit A: Getting Started with Excel 2010. Unit B: Working with Formulas and Functions. Unit C: Formatting a Worksheet. Unit D: Working with Charts. ACCESS 2010. Unit A: Getting Started with Access 2010. Unit B: Building and Using Queries. Unit C: Creating and Using Forms and Reports. POWERPOINT 2010. Unit A: Creating a Presentation in PowerPoint 2010. Unit B: Modifying a Presentation. Unit C: Customizing a Presentation. Appendix: Working with Windows Live and Office Web Apps.

### About the Author

David W. Beskeen has authored or co-authored numerous computer books since 1992, including more than 25 titles for Course Technology. He has guided readers in mastering PowerPoint, Word, Excel, Internet Explorer, Outlook, Windows, Livemotion, and other leading proprietary software packages. An expert in applied technology, Mr. Beskeen has a variety of teaching and consulting experience in today's computer technology.

Jennifer Duffy is a freelance author who lives and works in New Hampshire. She has been writing leading texts for Course Technology for more than ten years and has authored previous editions of MICROSOFT WORD ILLUSTRATED for the popular Office series. Ms. Duffy has worked successfully in the business world as a writer, editor, and public relations liaison. She combines her strong business knowledge and expertise in Word with exceptional writing skills that ensure the clarity of this and each of her other books.

Lisa Friedrichsen is a Professor at Johnson County Community College in Overland Park, Kansas, where she teaches database and web development classes. As an author, she has written several prominent Access, Office, and Web related textbooks. Ms. Friedrichsen combines her ability to teach with extensive industry experience to create clear, practical presentations. Ms. Friedrichsen's undergraduate degree is in Engineering from Iowa State University and she has an MBA from Drake University. She worked for a decade at IBM Corporation before becoming a consultant, author, and college professor.

Ms. Elizabeth Eisner Reding has authored numerous books for Delmar and Course Technology on a variety of software programs, including Adobe Photoshop, Microsoft Office, and Microsoft Publisher. Living in New Mexico with her husband, Ms. Reding spends her free time grilling, water gardening, road and mountain biking, and collecting Southwestern art.

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#### **Ann Birdsell:**

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