

# Learn Office 2010: The Definitive Guide to Windows 7 and Office 2010



Written to the same exacting standards as the previous Blackrock Education Centre manuals, Learn Office 2010 is the essential computer manual for beginners. Mapped to several national accreditations including FETAC level 4, ECDL/ICDL, it covers everything you need to know about using Microsoft Office 2010 it can be used as a self study guide or in a tutor led environment, and is invaluable as a reference in the workplace. The manual has easy to follow instructions and clear illustrations, and is fully supported by practice sequences to enable the student become proficient in basic computing. Learn Office 2003 is the comparable manual for Microsoft Office 2003 it has all the traditional features of the Blackrock Education Centre manuals and has proven to be extremely popular with students. Outside of the classroom both of these manuals serve well as reference books within the corporate environment. Both these manuals come with the extra resources to facilitate the student and can be accessed from the website.

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