# Jump Right In: Essential Computer Skills Using Microsoft Office 2010

*Jean Andrews*

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**Jump Right In: Essential Computer Skills Using Microsoft Office 2010** Jean Andrews

**A computer literacy approach completely reinvented for the needs of today's 21st century student**

Best-selling author and expert teacher Jean Andrews¿ reinvented the basic approach to teaching computer literacy for today's students. Andrews focuses on how computers are really used in personal life, academics, and technical careers. She teaches the #1 competency students need most: the ability to keep learning new skills on their own.

Every feature in this book is designed to make learning quick and easy. The book covers core computer skills using real-world projects that help students learn how to use these tools to perform the most common personal and business tasks:

- Using and managing Windows 7 computers
- Using the Internet to access and share information, and to do business
- Using the Web for academic research
- Capturing and organizing information with OneNote 2010
- Using Word 2010 to communicate information and apply for a job
- Using PowerPoint 2010 to persuade an audience, present a compelling story, or deliver important information
- Using Excel 2010 to organize data, solve problems, make decisions, and transform data into knowledge
- Making informed computer buying decisions
- Keeping computers reliable, fast, and safe

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