



Marquee Series: Microsoft (R)Word 2016: Workbook (Paperback)

By Nita Rutkosky, Denise Seguin, Audrey Rutkosky Roggenkamp

EMC Paradigm, US, United States, 2016. Paperback. Condition: New. Language: N/A. Brand New Book. Marquee Series: Microsoft Word 2016 offers a highly visual, hands-on approach to learning Microsoft Word. Ideal for 1 or 2 credit courses, this text facilitates self-paced, accelerated, and traditional learning formats. Key Features Step-by-step, project-based instruction in two- and four-page activities with screen visuals help students meet learning objectives quickly. Four progressive levels of case-based assessment, including the popular Marquee Challenge, ensure software mastery at the introductory level. Model answers of in-section projects are shown in text. Includes activities on preparing MLA research papers. Individual Challenge activity connects students' lives and interests to project goals.

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