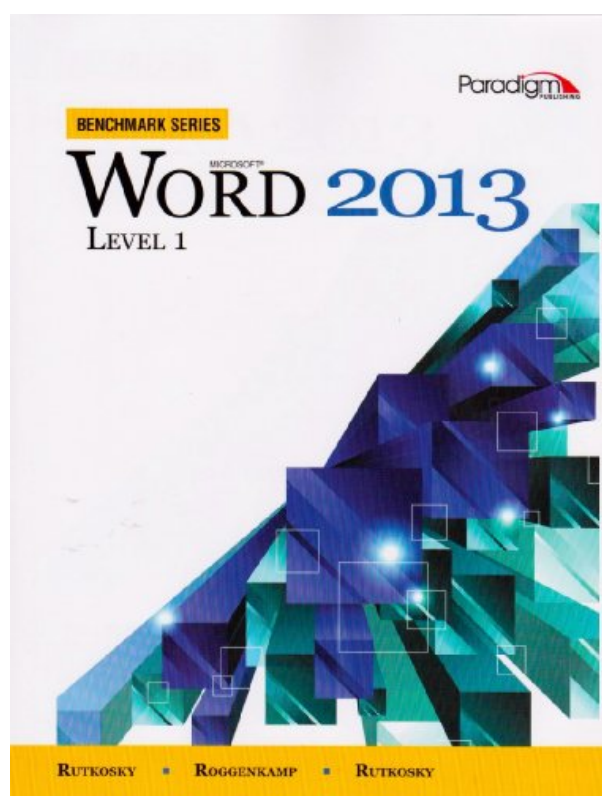
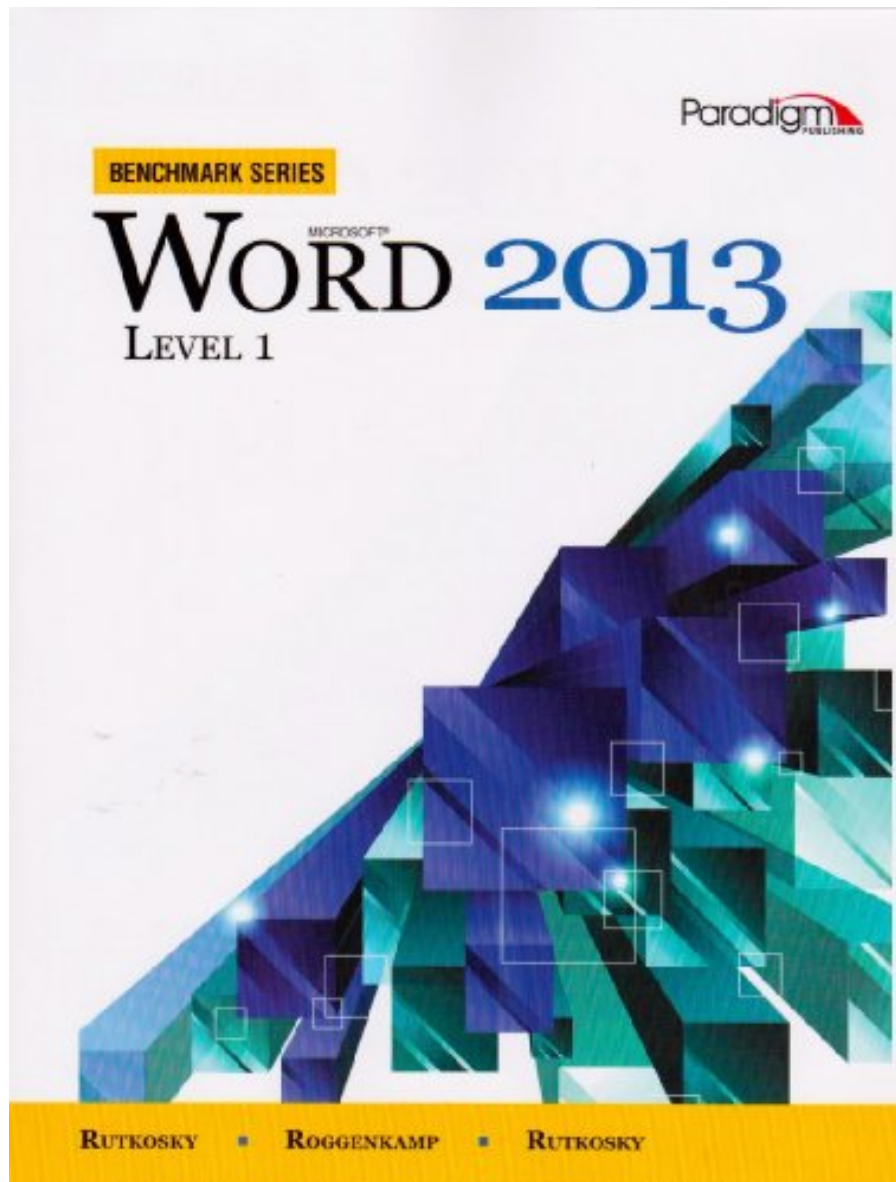


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About the Author

Nita Rutkosky began teaching business education courses at Pierce College in Puyallup, Washington, in 1978. Since then she has taught a variety of software applications to students in postsecondary Information Technology certificate and degree programs. In addition to this title, she has co-authored the Marquee Series 2013, 2010, 2007, and 2003, Signature Series 2013, 2010, 2007, and 2003, Using Computers in the Medical Office: Microsoft Word, Excel, and PowerPoint 2010, 2007 and 2003, and Computer and Internet Essentials: Preparing for IC3. She has also authored textbooks on keyboarding, WordPerfect, desktop publishing, and voice recognition for Paradigm Publishing. Denise Seguin has been teaching at Fanshawe College in London, Ontario since 1986. She has taught a variety of software applications to adult learners in Continuing Education courses and learners in postsecondary Information Technology diploma programs. In addition to this textbook, Ms. Seguin has authored and co-authored many computer application textbooks for Paradigm Publishing, Inc. Audrey Roggenkamp has been teaching courses in the Business Information Technology department at Pierce College in Puyallup, including keyboarding, skill building, and Microsoft Office programs. In addition to this textbook, Ms. Roggenkamp has authored and co-authored many computer application textbooks for Paradigm Publishing including Marquee Series 2013, 2010, 2007, and 2003, Signature Series 2013, 2010, 2007, and 2003, Using Computers in the Medical Office: Microsoft Word, Excel, and PowerPoint 2010, 2007 and 2003, and Computer and Internet Essentials: Preparing for IC3. Ian Rutkosky teaches Business Technology courses at Pierce College in Puyallup. In addition to this textbook, he has co-authored many Computer and Internet Essentials: Preparing for IC3, Marquee Series: Microsoft Office 2013, and Using Computers in the Medical Office: Microsoft Word, Excel, and PowerPoint 2010. He is also a co-author and consultant for Paradigm's SNAP training and assessment software.

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Good topics covered, "assignments" could be better-arranged

By John A Johnson

using this as text in a 2-credit CC course, and the exercises and assessments in each chapter are more work than all other courses combined.

I'd like to see better visual arrangement and differentiation of the "Do this, then this" portions..black type against a medium-blue background (for the exercises) is not a winner for ease of readability, plus the typography is not used to differentiate enough. Also, there are many exercises which call for the same document to be printed, only with small differences between them; result: 1/2-inch deck of paper is produced for what is, frankly, a very minor skill in today's work environment.

this isn't building Starships; it's text manipulation!

I will say that the book covers good information and a relevant array of tasks; it simply needs better design, and more streamlined, less resource-intensive set of exercises.

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