

Using Computers in the Medical Office: Microsoft Word Excel and Powerpoint 2010

By Nita Rutkosky, Denise Seguin, Audrey Rutkosky Roggenkamp, Ian Rutkosky

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Now with coverage of Microsoft Office 2010, this new edition of Using Computers in the Medical Office teaches the essential features of Word, Excel, and PowerPoint within a medical office context. Students learn to create a range of documents such as history and physical reports, consultation letters, chart notes, job announcements, flyers, purchase orders, invoices, payroll and travel expenses worksheets, and a variety of presentations. Students experience quick success with clear step-by-step instructions for preparing realistic medical office documents; Four levels of hands-on learning address concepts and features retention, skills application, and independent problem solving; Comprehensive sections on integrating programs; Includes brief sections on Windows 7 and Internet Explorer 8.

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