



Using Computers in the Medical Office: Microsoft Word Excel and Powerpoint 2013

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

EMC Paradigm,US. Mixed media product. Book Condition: new. BRAND NEW, Using Computers in the Medical Office: Microsoft Word Excel and Powerpoint 2013, Nita Rutkosky, Denise Seguin, Audrey Rutkosky Roggenkamp, Ian Rutkosky, With coverage of Microsoft Office 2013 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.Features and BenefitsHelps students experience quick success with clear step-by-step instructions for preparing realistic medical office documents.Features four levels of hands-on learning to address concepts and features retention skills application and independent problem-solving.Provides an expanded section on Windows 7 that covers maintaining files and customizing Windows.Includes a section on browsing the Internet using Internet Explorer 8.0.



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