



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

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

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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 Benefits\* Helps 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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