

## **By Microsoft Official Academic Co Exam 70 640 Windows Server 2008 Active Directory Configuration With Lab Set 1st Edition**

Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft Access 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Access 2003 examination. A complete instructor support program is available with the text.

Exam 70-431, SQL Server 2005 Implementation and Maintenance. The Microsoft Official Academic Course (MOAC) courses mapping to the Microsoft Certified Technology Specialist (MCTS) 70-431 certification exam. The MOAC IT Professional series is the Official from Microsoft, turn-key Workforce training program that leads to professional certification and was authored for college instructors and college students. MOAC gets instructors ready to teach and students ready for work by delivering essential resources in 5 key areas: Instructor readiness, student software, student assessment, instruction resources, and learning validation. With the Microsoft Official Academic course program, you are getting instructional support from Microsoft; materials that are accurate and make course delivery easy. Request your sample materials today.

The Microsoft Official Academic Courseware (MOAC) Office 2010 Series is the only Official Academic Course Material. The new and enhanced MOAC/ Microsoft Office 2010 System features Enhanced Wiley Desktop Editions as well as many other enhanced features designed to re-enforce workforce skills. The addition of animated tutorials in the Enhanced Wiley Desktop Editions and WileyPLUS courses, textbooks include additional materials on different skill levels to help users keep pace. WileyPLUS and an automatic Office assignment grader provides immediate feedback on every assignment, to help users practice and hone skills at their own pace. MOAC/ Microsoft Office 2010 System is built from the ground-up around the MOS® certification objectives- making it a great way to learn all the workforce-oriented tasks required for certification. The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson, as well as automated grading via OfficeGrader. Furthermore, the latest edition's use of color in screen captures allows users to follow on screen much easier, as screen captures will look the

exact same as the application. Additional projects throughout the book helps users comprehend how a task is applied on the job. OfficeGrader functionality added to WileyPLUS provides immediate feedback on all homework, assignments, and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics.

The Microsoft Official Academic Courseware (MOAC) Office 2010 Series is the only Official Academic Course Material. The new and enhanced MOAC/ Microsoft Office Excel features Enhanced Wiley Desktop Editions as well as many other enhanced features designed to re-enforce workforce skills. The addition of animated tutorials in the Enhanced Wiley Desktop Editions and WileyPLUS courses, textbooks include additional materials on different skill levels to help users keep pace. WileyPLUS and an automatic Office assignment grader provides immediate feedback on every assignment, to help users practice and hone skills at their own pace. MOAC/ Microsoft Office Excel is built from the ground-up around the MOS® certification objectives- making it a great way to learn all the workforce-oriented tasks required for certification. The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson, as well as automated grading via OfficeGrader. Furthermore, the latest edition's use of color in screen captures allows users to follow on screen much easier, as screen captures will look the exact same as the application. Additional projects throughout the book helps users comprehend how a task is applied on the job. OfficeGrader functionality added to WileyPLUS provides immediate feedback on all homework, assignments, and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics.

### **Future-Proof Software-Systems**

### **Microsoft Official Academic Course - Microsoft Office Access 2003 Exam 70-432**

### **ALS A+ Certification Package**

### **Project 2016**

Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft Windows XP Professional and how to use them at school, at home, and in the workplace. This training program from Microsoft offers friendly, straightforward instruction with dozens of full-color screenshots and illustrations.

Easy to follow step-by-step lessons enable students to quickly and efficiently learn the features of Microsoft Word 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Word Core examination. A complete instructor support program is available with the text.

This is the Lab Manual to accompany: Exam 70-413 Designing and Implementing a

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Server Infrastructure. This Microsoft Official Academic Course (MOAC) IT Professional curriculum prepares certification students for success every step of the way. This 70-413 Designing and Implementing a Server Infrastructure exam course is the first of a series of two exams Microsoft Certified Solutions Associates (MCSE) candidates are required to pass to gain the MCSE: Windows Server 2012 and Windows Server 2012 R2 certification. These MCSE exams test the skills and knowledge necessary to design, implement, and maintain a Windows Server 2012 infrastructure in an enterprise scaled, highly virtualized environment. Passing these exams confirms students' ability to plan, configure, and implement the Windows Server 2012 services, such as server deployment, server virtualization, and network access and infrastructure. This complete ready-to-teach MOAC program is mapped to all of the exam objectives.

Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft Outlook 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Outlook 2003 examination. A complete instructor support program is available with the text.

77-424 Microsoft Access 2013

70-697 Configuring Windows Devices

Microsoft Office Word 2003 Expert Skills  
With Lab Manual

ALS Network+ Certification Package

Official Microsoft Learning textbook designed for the academic classroom.

Developed for academic courses, A+ CERTIFICATION, Third Edition, helps students build the skills they need on the job and for the CompTIA A+ Core Hardware and Operating System Technologies exams. The textbook delivers courseware adaptable for either a full 16-week semester or a 6-week, 8-week, or 10-week course. The book is filled with competency-based practice exercises that students complete on their own, while the companion lab manual features additional skill-building activities ideal for your classroom's computer lab. Along with the textbook and lab manual, students get a Student CD-ROM containing study aids, demonstration videos, an electronic version of the textbook, and information on how to begin a career in Information Technology. An Instructor CD-ROM containing a complete set of instructor support materials—including lecture outlines, teaching tips, PowerPoint® slides, a test bank, and detailed lab set-up instructions—is also available.

Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft Project 2002 and Project 2003 and how to use them at home and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. A complete instructor support program is available with the text.

This is the Lab Manual to accompany 70-697: Configuring Windows Devices exam. This is not a standalone product, access to 70-697: Configuring Windows Devices exam sold separately. Students pursuing a Microsoft Certified Solutions Associate (MCSA) for Windows 10 will need to complete the 70-697: Configuring Windows Devices exam, and

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finishing the 70-698. This exam provides key enterprise-level training for Windows Information Technology professionals. Exam 70-697 is the second exam required to earn the Windows 10 MCSA credential. Exam 70-697 is recommended as a follow-up to 70-698. This exam validates a candidate's fundamental knowledge and skills for building solid identities, protection of content (data loss protection), mobile device management policies, virtualization with Hyper-V, application management using the Company Portal and the Windows Store. Candidates will be evaluated on Windows 10 security and integrated Azure features. Microsoft Official Academic Course (MOAC) textbooks are designed for instructor-led classroom courses.

70-688 Supporting Windows 8.1

70-272 Microsoft Official Academic Course

70-412 Configuring Advanced Windows Server 2012 Services R2

Microsoft Windows XP Professional Step-by-Step Courseware Core Skills

Exam 98-349 Windows Operating System Fundamentals 2E

Competency-based learning for the academic classroom.

Developed for academic courses, A+ CERTIFICATION, Fourth Edition, helps students build the skills they need on the job and for the CompTIA A+ Core Hardware and Operating System Technologies exams. The textbook delivers courseware adaptable for either a full 16-week semester or a 6-week, 8-week, or 10-week course. The book is filled with competency-based practice exercises that students complete on their own, while the companion lab manual features additional skill-building activities ideal for your classroom's computer lab. Along with the textbook and lab manual, students get a Student CD-ROM containing study aids, demonstration videos, an electronic version of the textbook, and information on how to begin a career in Information Technology. An Instructor CD-ROM containing a complete set of instructor support materials—including lecture outlines, teaching tips, PowerPoint® slides, a test bank, and detailed lab set-up instructions—is also available.

This Microsoft Access 2013, Exam 77-424 is the only Microsoft Official Academic Course (MOAC) textbook. This series includes a complete classroom instructional program. This Access 2013 text is mapped to the Access 2013 certification exam objectives and is designed to re-enforce workforce skills. With this book students learn to create and manage a database, build tables and forms, create and manage queries, design reports and much more. The Microsoft Official Academic Course (MOAC) Office series also offers OfficeGrader. This valuable tool corrects your students' tasked-based assignments. Students work on real-world problems like the ones they will encounter in the workforce

ensuring they are ready for real professional challenges. OfficeGrader allows for efficient and consistent grading saving time for other important teaching activities. Grading is easier than ever allowing faster assignment turnaround to students. Access 2013 certification can help students with classwork and differentiate job hunters in today's competitive job market. Students who have earned certification can broaden their employment opportunities in such fields as a support professional, trainer, teacher, professor, database user, or database creator who needs to create or maintain a basic Access database. Students will also understand how to construct and modify basic relationships among database entities and instruct others in basic Access functionality and usage.

Students who are beginning studies in technology need a strong foundation in the basics before moving on to more advanced technology courses and certification programs. The Microsoft Technology Associate (MTA) is a new and innovative certification track designed to provide a pathway for future success in technology courses and careers. The MTA program curriculum helps instructors teach and validate fundamental technology concepts and provides students with a foundation for their careers as well as the confidence they need to succeed in advanced studies. Through the use of MOAC MTA titles you can help ensure your students future success in and out of the classroom. Vital fundamentals of security are included such as understanding security layers, authentication, authorization, and accounting. They will also become familiar with security policies, network security and protecting the Server and Client.

This book focuses on software architecture and the value of architecture in the development of long-lived, mission-critical, trustworthy software-systems. The author introduces and demonstrates the powerful strategy of "Managed Evolution," along with the engineering best practice known as "Principle-based Architecting." The book examines in detail architecture principles for e.g., Business Value, Changeability, Resilience, and Dependability. The author argues that the software development community has a strong responsibility to produce and operate useful, dependable, and trustworthy software. Software should at the same time provide business value and guarantee many quality-of-service properties, including

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security, safety, performance, and integrity. As Dr. Furrer states, "Producing dependable software is a balancing act between investing in the implementation of business functionality and investing in the quality-of-service properties of the software-systems." The book presents extensive coverage of such concepts as: Principle-Based Architecting Managed Evolution Strategy The Future Principles for Business Value Legacy Software Modernization/Migration Architecture Principles for Changeability Architecture Principles for Resilience Architecture Principles for Dependability The text is supplemented with numerous figures, tables, examples and illustrative quotations. Future-Proof Software-Systems provides a set of good engineering practices, devised for integration into most software development processes dedicated to the creation of software-systems that incorporate Managed Evolution.

70-272

Exam 77-882 Microsoft Excel 2010 with Microsoft Office 2010 Evaluation Software

Microsoft SQL Server 2008 Implementation and Maintenance

Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software

Exam 70-640 Windows Server 2008 Active Directory Configuration Lab Manual

Easy to follow step by step lessons enable students to quickly and efficiently learn the intermediate and advanced features of Microsoft Windows XP Professional and how to use them at school, at home, and in the workplace. This training program from Microsoft offers friendly, straightforward instruction with dozens of full-color screenshots and illustrations.

A complete program of textbook, lab manual, and software, this Microsoft Official Academic Course provides everything students need to build the knowledge and skills necessary to support end users and computers running the Windows XP operating system. In addition, this textbook will help students to prepare for the Microsoft Certified Desktop Support Technician examination 70-271: Supporting Users and Troubleshooting a Microsoft Windows XP Operating System. The Microsoft Certified Desktop Support Technician is a new two exam credential available from Microsoft Learning. The certification is directed at the skills needed for working in a variety of environments, including corporate environments as well as support for home users via phone support, remote support, and retail counter support. A complete set of instructor resources supports the book.

Easy to follow, step-by-step lessons enable students to quickly and efficiently learn the features of Microsoft Outlook 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward

instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Outlook 2003 examination. A complete instructor support program is available with the text.

The Microsoft Official Academic Courseware (MOAC) Office 2010 Series is the only Official Academic Course Material. The new and enhanced MOAC/ Microsoft Office PowerPoint 2010 by Catherine Binder features Enhanced Wiley Desktop Editions as well as many other enhanced features designed to re-enforce workforce skills. The addition of animated tutorials in the Enhanced Wiley Desktop Editions and WileyPLUS courses, textbooks include additional materials on different skill levels to help users keep pace. WileyPLUS and an automatic Office assignment grader provides immediate feedback on every assignment, to help users practice and hone skills at their own pace. MOAC/ Microsoft Office PowerPoint 2010 is built from the ground-up around the MOS® certification objectives- making it a great way to learn all the workforce-oriented tasks required for certification. The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson, as well as automated grading via OfficeGrader. Furthermore, the latest edition's use of color in screen captures allows users to follow on screen much easier, as screen captures will look the exact same as the application. Additional projects throughout the book helps users comprehend how a task is applied on the job. OfficeGrader functionality added to WileyPLUS provides immediate feedback on all homework, assignments, and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics.

Microsoft Office Outlook 2003

70-271 Microsoft Official Academic Course

98-367: MTA Security Fundamentals

Supporting Users and Troubleshooting a Microsoft Windows XP Operating System Package

70-687 Configuring Windows 8.1

**Students who are beginning studies in technology need a strong foundation in the basics before moving on to more advanced technology courses and certification programs. The Microsoft Technology Associate (MTA) is a new and innovative certification track designed to provide a pathway for future success in technology courses and careers. The MTA program curriculum helps instructors teach and validate fundamental technology knowledge and provides students with a foundation for their careers as well as the confidence they need to succeed in advanced studies. Through the use of MOAC MTA titles you can help ensure your students future success in and out of the classroom. Database Administration Fundamentals covers introductory knowledge and skills including: relational databases; core database concepts; relational database concepts; security requirements for databases and the data stored in them; database objects -- such as tables and views; graphical tools and T-SQL scripts; database queries; and stored procedures.**

**Easy to follow step by step lessons enable students to quickly and efficiently learn the intermediate features of Microsoft Excel 2003 and how to use**

them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Excel 2003 Expert examination. A complete instructor support program is available with the text.

This 70-687 Configuring Windows 8.1 textbook prepares students for the first of two required exams for the Microsoft Certified Solutions Associate (MCSA): Windows 8 certification. Students master configuration or support for Windows 8 computers, devices, users and associated network and security resources. Those in this IT Professional career field are prepared to work with networks configured as a domain-based or peer-to-peer environment with access to the Internet and cloud services. In addition, these IT Professionals will have mastered the skills required to be a consultant, full-time desktop support technician, or IT generalist who administers Windows 8-based computers and devices as a portion of their broader technical responsibilities. Additional skills addressed, including the recent 8.1 objectives, in this textbook: Install and Upgrade to Windows 8 Configure Hardware and Applications Configure Network Connectivity Configure Access to Resources Configure Remote Access and Mobility Monitor and Maintain Windows Clients Configure Backup and Recovery Options Additionally, MOAC Labs Online can be purchased separately or with select sets for an additional charge. MOAC Labs Online enable anytime, anywhere real software on hosted servers. MOAC Labs Online provides students with the ability to work on the actual software simply by connecting through their Internet Explorer web browser. The MOAC IT Professional series is the Official from Microsoft, turn-key Workforce training program that leads to professional certification and was authored for college instructors and college students. MOAC gets instructors ready to teach and students ready for work by delivering essential resources in 5 key areas: Instructor readiness, student software, student assessment, instruction resources, and learning validation. With the Microsoft Official Academic course program, you are getting instructional support from Microsoft; materials that are accurate and make course delivery easy. Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft Access 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Access 2003 examination. A complete instructor support program is available with the text.



**Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows XP Operating System**

**Exam 70-413 Designing and Implementing a Server Infrastructure Lab Manual**

**Microsoft Office Project 2002 and 2003**

**Exam 70-431 Microsoft SQL Server 2005 Implementation and Maintenance Lab Manual**

**Exam 98-366**

***Exam 70-640, Windows Server 2008 Active Directory Configuration. The newest iteration of the Microsoft Official Academic Course (MOAC) program for network administration courses using Windows Server 2008 and mapping to the Microsoft Certified Technology Specialist (MCTS) 70-640 certification exam. The MOAC IT Professional series is the Official from Microsoft, turn-key Workforce training program that leads to professional certification and was authored for college instructors and college students. MOAC gets instructors ready to teach and students ready for work by delivering essential resources in 5 key areas: Instructor readiness, student software, student assessment, instruction resources, and learning validation. With the Microsoft Official Academic course program, you are getting instructional support from Microsoft; materials that are current, accurate, and technologically innovative to make course delivery easy. Call one of our MOAC Sales Consultants and request your sample materials today.***

***Students who are beginning studies in technology need a strong foundation in the basics before moving on to more advanced technology courses and certification programs. The Microsoft Technology Associate (MTA) is a new and innovative certification track designed to provide a pathway for future success in technology courses and careers. The MTA program curriculum helps instructors teach and validate fundamental technology concepts and provides students with a foundation for their careers as well as the confidence they need to succeed in advanced studies. Through the use of MOAC MTA titles you can help ensure your students future success in and out of the classroom. This text covers the fundamentals of local area networking, defining networks with the OSI Model and understanding wired and wireless networks. In addition it includes understanding Internet Protocol, implementing TCP/IP and working with networking services. Your students will better understand wide area networks along with defining network infrastructures and network security.***

***The 70-688 Supporting Windows 8.1 textbook helps prepare students for the second of two exams required for Microsoft Certified Solutions Associate (MCSA): Windows 8 certification. Students master configuration or support for Windows 8 computers, devices, users and associated network and security resources. Those in this IT Professional career field work with networks configured as a domain-based or peer-to-peer environment with access to the Internet and cloud services. These IT Professionals could be a consultant, full-time desktop support technician, or IT generalist who***

**administers Windows 8-based computers and devices as a portion of their broader technical responsibilities. Additional skills addressed, including the recent 8.1 objectives, in this textbook: Design an Installation and Application Strategy Maintain Resource Access Maintain Windows Clients and Devices Manage Windows 8 Using Cloud Services and Microsoft Desktop Optimization Pack The MOAC IT Professional series is the Official from Microsoft, turn-key Workforce training program that leads to professional certification and was authored for college instructors and college students. MOAC gets instructors ready to teach and students ready for work by delivering essential resources in 5 key areas: Instructor readiness, student software, student assessment, instruction resources, and learning validation. With the Microsoft Official Academic course program, you are getting instructional support from Microsoft; materials that are accurate and make course delivery easy.**

**Official Microsoft Learning textbook designed for the academic classroom that includes a 180-day trial version of Microsoft Office Professional 2003. Exam 77-884 Microsoft Outlook 2010 with Microsoft Office 2010 Evaluation Software**

**Microsoft Office Excel 2003 Core Skills**

**Microsoft Office Access 2003**

**Microsoft Official Academic Course**

**Microsoft Office Word 2003 Core Skills**

*The Microsoft Official Academic Courseware (MOAC) Office 2010 Series is the only Official Academic Course Material. The new and enhanced MOAC/Microsoft Office Word 2010 by Linda Silva features Enhanced Wiley Desktop Editions as well as many other enhanced features designed to re-enforce workforce skills. The addition of animated tutorials in the Enhanced Wiley Desktop Editions and WileyPLUS courses, textbooks include additional materials on different skill levels to help users keep pace. WileyPLUS and an automatic Office assignment grader provides immediate feedback on every assignment, to help users practice and hone skills at their own pace.*

*MOAC/Microsoft Office Word 2010 is built from the ground-up around the MOS® certification objectives- making it a great way to learn all the workforce-oriented tasks required for certification. The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson, as well as automated grading via OfficeGrader. Furthermore, the latest edition's use of color in screen captures allows users to follow on screen much easier, as screen captures will look the exact same as the application. Additional projects throughout the book helps users comprehend how a task is applied on the job. OfficeGrader functionality added to WileyPLUS provides immediate feedback on all homework, assignments, and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics.*

*A complete program of textbook, lab manual, and software, this Microsoft Official Academic Course provides everything students need to build the knowledge and skills necessary to support end users and computers running the Microsoft suite of productivity applications. In addition, this textbook will help students to prepare for the Microsoft Certified Desktop Support Technician examination 70-272:*

*Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows XP Operating System. The Microsoft Certified Desktop Support Technician is a new two-exam credential available from Microsoft Learning. The certification is directed at the skills needed for working in a variety of environments, including corporate environments as well as support for home users via phone support, remote support, and retail counter support. A complete set of instructor resources supports the book. This book follows the newest iterations of the Microsoft Official Academic Course (MOAC) program*

*for database administration courses using SQL Server 2005 and SQL Server 2008. It provides the information and resources needed to prepare students for the Microsoft Certified Information Technology Professional (MCITP) 70-444 exam for SQL Server 2005, and the 70-432 Microsoft Certified Technology Specialist (MCTS) exam for SQL Server 2008. Hands On Exercises and Certification Ready features are integrated with the accompanying Lab Manual throughout the chapters that enable them to reinforce what they've learned by completing various exercises. Business cases are presented to provide a real world perspective on how the information is used in the field. The book also includes a CD that enables students with exam practice and instant feedback. By following the exercises in this book, students will learn how to install and configure SQL Server, manage databases, implement security, troubleshoot SQL activity, and more.*

*Microsoft Official Academic Course*

*Microsoft Windows XP Professional Step-by-Step Courseware Expert Skills*

*Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows XP Operating System (70-272)*

*A Sustainable Evolution Strategy*

*Microsoft Office 2003*

*Exam 77-881 Microsoft Word 2010*

The Microsoft Official Academic Courseware (MOAC) Office 2010 Series is the only Official Academic Course Material. The new and enhanced MOAC/ Microsoft Office Outlook 2010 Phyllis Trayler features Enhanced Wiley Desktop Editions as well as many other enhanced features designed to re-enforce workforce skills. The addition of animated tutorials in the Enhanced Wiley Desktop Editions and WileyPLUS courses, textbooks include additional materials on different skill levels to help users keep pace. WileyPLUS and an automatic Office assignment grader provides immediate feedback on every assignment, to help users practice and hone skills at their own pace. MOAC/ Microsoft Office Outlook 2010 is built from the ground-up around the MOS® certification objectives- making it a great way to learn all the workforce-oriented tasks required for certification. The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson, as well as automated grading via OfficeGrader. Furthermore, the latest edition's use of color in screen captures allows users to follow on screen much easier, as screen captures will look the exact same as the application. Additional projects throughout the book helps users comprehend how a task is applied on the job. OfficeGrader functionality added to WileyPLUS provides immediate feedback on all homework, assignments, and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics.

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scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Excel 2003 Expert examination. A complete instructor support program is available with the text.

The Microsoft Official Academic Course (MOAC) textbook for MTA Windows Operating System Fundamentals Exam 98-349 2nd Edition is focused primarily on operating configurations and maintenance in Windows. MOAC offers an official MLO lab environment and Lab Manual to further aid in your study for this exam. Successful skills mastery of Exam 98-349 can help students with securing a career within an IT enterprise and help them to differentiate job hunters in today's competitive job market. This exam will cover considerations into the following: \* Understanding Operating System Configurations. \* Installing and Upgrading Client Systems. \* Managing Applications. \* Managing Files and Folders. \* Managing Devices. \* Understanding Operating System Maintenance. The MOAC IT Professional series is the Official from Microsoft, turn-key Workforce training program that leads to professional certification and was authored for college instructors and college students. MOAC gets instructors ready to teach and students ready for work by delivering essential resources in 5 key areas: Instructor readiness, student software, student assessment, instruction resources, and learning validation. With the Microsoft Official Academic course program, you are getting instructional support from Microsoft; materials that are accurate and make course delivery easy.

This 70-412 Configuring Advanced Windows Server 2012 R2 Services textbook covers the third of three exams required for Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 certification. This course will help validate the skills and knowledge necessary to administer a Windows Server 2012 Infrastructure in an enterprise environment. The three MCSA exams collectively validate the skills and knowledge necessary for implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. This Microsoft Official Academic Course is mapped to the 70-412 Configuring Advanced Windows Server 2012 Services exam skills, including the recent R2 objectives. This textbook focuses on real skills for real jobs and prepares students to prove mastery of Advanced Windows Server 2012 Services such as advanced configuring tasks necessary to deploy, manage, and maintain a Windows Server 2012 infrastructure. It covers such skills as fault tolerance, certificate services, and identity federation. In addition, this book also covers such valuable

skills as:

- Implementing Advanced Network Services
- Implementing Advanced File Services
- Implementing Dynamic Access Control
- Implementing Network Load Balancing
- Implementing Failover Clustering
- Implementing Disaster Recovery
- Implementing Active Directory Certificate Services (AD CS)
- Implementing Active Directory Federation Services (AD FS)

The MOAC IT Professional series is the Official from Microsoft, turn-key Workforce training program that leads to professional certification and was authored for college instructors and college students. MOAC gets instructors ready to teach and students ready for work by delivering essential resources in 5 key areas: Instructor readiness, student software, student assessment, instruction resources, and learning validation. With the Microsoft Official Academic course program, you are getting instructional support from Microsoft; materials that are accurate and make course delivery easy.

Exam 98-364 MTA Database Administration Fundamentals  
MTA Networking Fundamentals  
Microsoft Office Excel 2003 Expert Skills  
Microsoft Office 2010 with Microsoft Office 2010 Evaluation Software  
Microsoft Office System 2003

**The Microsoft Official Academic Course (MOAC) textbook for Project 2016 is designed to help develop and reinforce common workforce skills within today's competitive job markets. With this textbook students learn to establish and navigate through project resources like establishing and adjusting resource pay rates and working times. Task assignments include assigning work resources and assignments to tasks; allowing certain actions to tag and change Project's scheduling behaviors. Scheduling refinements and formatting allows students to understand the different task types and the effects of the work formulas. Students will be able to understand how to utilize the task information dialog box to change a task type. This edition also covers project reporting, integrating Microsoft Project with other programs, and managing multiple projects at once. Skills mastery of Project 2016 can help students with casework and differentiate job hunters in today's competitive job market.**

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**Microsoft Office FrontPage 2002 and 2003**