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**Microsoft
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Introductory
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*This A4 spiral bound
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specifically designed
to provide the
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the successful
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features of Microsoft
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as "testing" Web*

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*designs, side-by-side
coding and coding
multiple Web
browsers, the
enhanced layout and
graphics tools, and
more! Students will
learn everything
from basic skills such
as creating Web
pages, tables and
forms, to more
advanced skills like
integrating a*

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*database with a Web
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Microsoft Office
2003 Real World
Applications

Introductory is the
first of this new, two-
volume series. This
introduction to Office
2003 covers

Microsoft Office
Specialist objectives
for Word 2003, Excel
2003, Access 2003,

Access Free
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Publisher 2003
and PowerPoint
2003. Microsoft
Office 2003 Real
World Applications
Introductory was
written specifically
for high school
students. It is age-
level and interest-
level appropriate.
The student edition
also integrates basic
language arts and
mathematics skills.

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iCheck Series:
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Microsoft Office
2003 Advanced is the
second of this new,
two-volume series.
This advanced book
covers Microsoft
Office Expert
objectives for Word
2003 and Excel 2003
and Specialist
objectives for
Outlook 2003. Unit 4
focuses on

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*integrating all four
main applications:
Word, Excel, Access,
and PowerPoint. An
Annotated Teacher's
Edition provides
point of use
instruction and
helpful teaching
strategies for all
student skill levels.*
iCheck Series:
Microsoft Office
2003 Advanced was

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*written specifically
for high school*

*students. It is age-
level and interest-
level appropriate.*

*The student edition
also integrates basic
language arts and
mathematics skills. -
Publisher.*

*For introductory
courses in computer
concepts or
computer literacy*

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*often including
introductory
instruction in*

Microsoft Office.

*Engages students
with a refreshing and
easy to learn from
style, while
maintaining an
encyclopedic
approach and
popular magazine
format.*

*Microsoft FrontPage
2003*

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Microsoft Office
Publisher 2003
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Applications
Exploring Microsoft
Office Publisher
2003*

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Publisher 2003*

This text includes
features that make
learning easy and
enjoyable - yet -

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Microsoft Office
Publisher 2003

challenging for learners. The text includes a wide range of learning experiences from activities with one or two commands to simulations and case studies that challenge and sharpen learners' problem-solving

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skills. This book is ideal for computer courses with learners who have varying abilities and previous computer experiences. The book covers Office 2003 Basics and the Internet, Word, Excel, Access,

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computers by
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Updated for
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Shelly Cashman
Series text offers a
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computer concepts
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Complete
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67 individual

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using tables,
sharing and
collaboration,
formatting pages,

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Techniques Shelly
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The OneNote

Environment 2.

The Title Bar 3.

The Ribbon 4. The

"File" Tab and

Backstage View 5.

The Quick Access

Toolbar 6. The

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Scroll Bars 7. The
Mini Toolbar
Getting Started 1.
Opening, Saving
and Closing
Notebooks 2.
Creating New
Notebooks 3.
Creating, Moving
and Deleting
Sections and Pages
4. Creating,

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Moving and
Deleting Subpages
Notes 1. Creating a
Basic Note 2. Quick
Notes 3. Copying
and Pasting
Content 4. Screen
Clippings 5.
Adding Pictures 6.
Adding Audio &
Video Files 7.
Inserting Online

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Video 8. Recording
Audio & Video
Files 9. Adding
Other Types of
Files 10.

Embedding an
Excel Spreadsheet

11. Adding
Mathematical
Equations 12.

Quick Filing -
Sending

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Information to

Introductory
OneNote

Concepts And
Formatting Notes

Techniques Shelly
1. Basic Text

Cashman
Formatting 2.

Bullets and

Numbering 3.

Checking Spelling

4. Setting Default

Proofing Options

Working with

Microsoft Outlook

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1. Inserting Outlook Meetings
2. Sending Notebook Pages via Microsoft Outlook
3. Working with Microsoft Outlook Tasks Tables
 1. Creating a Table
 2. Working with Columns and Rows
 3. Formatting

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Tables and Table
Data 4. Moving
Tables and Table
Data Writing Tools
1. Pen Mode 2.

Formatting
Written Notes &
Drawings 3.

Adding and
Removing Note
Space 4.

Converting

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Handwriting to
Introductory
Type Viewing and
Concepts And
Organizing
Techniques Shelly
Information 1.

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Organizing the
OneNote Interface

2. Creating New
Windows 3.

Searching Content
in a Notebook 4.

Wiki Linking 5.

Tagging Notes 6.

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Working with
Introductory
Sections 7. Section
Concepts And
Groups Stationery
Techniques Shelly
and Templates 1.
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Applying
Templates and
Stationery 2.
Custom Templates
3. Choosing a
Default Template
Formatting Pages
1. Defining Paper

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Size and Margins 2.

Formatting Page

Backgrounds 3.

Adding a

Background

Graphic Printing 1.

Previewing and

Printing Sharing

Notebooks &

Collaborating 1.

Saving and

Exporting

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Notebooks to Share

2. Creating a
Shared Notebook
and Inviting Others
to Share 3. Sharing

Notes in an
Outlook Meeting
Invitation 4.

Synching
Notebooks 5.

Sending Pages in
Various Formats 6.

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Author Indicators

7. Finding Newly

Added Content
with Highlighting

8. Page Versions 9.

The Notebook

Recycle Bin

Researching with

OneNote 1. Linked

Notes 2. The

Research Pane 3.

Translating Text

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with the Mini

Introductory
Translator

Concepts And
Changing OneNote

Techniques Shelly
Options 1.

Cashman
Customizing the

Quick Access

Toolbar and

Ribbon 2.

Changing OneNote

Options Helping

Yourself 1. Using

OneNote Help

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Microsoft Office
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PowerPoint 2003,
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breadth, but with less
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concepts or in

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the new features in
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Sections, Advanced
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and higher level
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+ Microsoft Office
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learning of Microsoft

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text offers a
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case-based,
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approach and
innovative
technology for
meaningful
learning the
new features of
this latest
version of
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current and
thorough*

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computers by
integrating
usage of the
World Wide Web
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are presented
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layout that*

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features action
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steps on the
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and screen
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communication,
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programs, and
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security of
systems and
data.

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Perspectives on
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Office Word
2003,
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Edition
Microsoft
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Office Excel
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guides to
important
undergraduate
courses, allows
students to learn
important concepts
in
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decades, the Shelly**

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offers a case-
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*solving approach
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course with
numerous new
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intermediate
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Designed for
students at a
wide variety of
skill levels,
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Office*

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tutorial that
walks students
step by step,
mouse-click by
mouse-click,
keystroke by
keystroke
through each of
Publisher

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Publisher 2003
2003's most
Introductory
important
Concepts And
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Gashman
illustrated,
spiral-bound
manual contains
easy-to-read,
appealingly
formatted
procedural
explanations,
step-by-step

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*exercises, and
many screen
shots- all in a
carefully
organized multi-
part lesson
format. Each
lesson is
comprised of
several
exercises built
around using
Publisher in*

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real-life
business
settings. Most
exercises
consist of
seven key
elements: a
brief On the
Job description
of how the
student would
use this
feature in the

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*workplace; a
realistic
exercise
scenario;
definitions of
key terms;
concise notes
describing and
outlining
important
concepts; hands-
on mouse and
keyboard*

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*procedures;
step-by-step
instructions
for putting the
skills to work;
and an On Your
Own critical-
thinking
activity
students can
work through on
their own, for
reinforcement,*

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*practice, or to
test skills
proficiency.
Each lesson
ends with
additional
Critical
Thinking
exercises that
call upon
students to
rely on the
skills they've*

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learned.

*Coverage in
this edition
includes:*

*getting started
with Publisher;
changing
designs and
layouts;
working with
fonts, styles,
pictures, and
WordArt; and*

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more. Coverage
Introductory
also includes:
Concepts And
creating a wide
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Galleries
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content.

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The goal of the

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is to give

students a

basic

understanding

of computing

concepts and to

build the

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necessary to

ensure that

information

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technology is
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an advantage in
Concepts And
whatever career
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they choose in
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life. The
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texts are
crafted to be
the true step-
by-step way for
students to

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develop

Microsoft

Office

application

skills. The

text design

emphasizes step-

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instructions

with full

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that illustrate

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*each step
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(chapter)

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coverage with

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that is

featured in

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each tutorial
Introductory
highlights the
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step-by-step
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solution.
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an advantage in
whatever career*

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crafted to be
the true step-
by-step way for
students to
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Office*

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text design
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by-step*

*instructions
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that illustrate
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each step
performed. Each
Tutorial*

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Introductory
combines
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re-specific
instructions. A
running case
that is
featured in
each tutorial
highlights the
real-world

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