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Appropriate for all introductory level courses in personal computing and office productivity applications. Designed for students who are new or relatively new to computers, this is a total-immersion, hands-on tutorial in the basics of working with PCs and using todays #1 productivity tool, Microsoft Office 2003. It walks students step by step, mouse-click by mouse-click, keystroke by keystroke through all the basic tasks associated with running a Windows XP computer and using Microsoft Office 2003's key applications: Word, Excel, PowerPoint, and Access. It also contains step-by-step coverage of using the Internet and e-mail, and of maintaining a computer. The well-illustrated, spiral-bound manual contains easy-to-read, appealingly formatted procedural explanations, step-by-step exercises, and many screen shots-- all in a carefully organized multi-part lesson format. Each lesson is comprised of several exercises built around using Microsoft Office in real-life business settings.Coverage includes: navigating the Windows desktop and Start menu; managing documents; basic Microsoft Office application concepts; editing, formatting, page setup, proofreading, and clip art; calculating with Excel worksheets; building PowerPoint presentations; creating Access databases and entering and retrieving data from them; working on LANs, using e-mail and the Web, PC maintenance, anti-virus software, backup/restore, and more.Also included: a full chapter on desktop publishing newsletters and other documents with Microsoft Office Word.

This manual focuses on the techniques and strategies for integrating the various Office applications. It provides readers with a total-immersion, hands-on tutorial that walks them step by step, mouse-click by mouse-click, keystroke by keystroke from survival-level integration skills through various more sophisticated integrations--productivity integration, power integration, Web page integration, Internet integration. In the final lesson, readers put it all together in a comprehensive project using Word, PowerPoint, Access, Excel, Outlook, FrontPage, and the Internet. The well-illustrated, spiral-bound manual contains easy-to-read, appealingly formatted procedural explanations and step-by-step exercises in a multi-part Lesson format. Real-life, on-the-job scenarios make content immediately relevant. An accompanying CD-ROM contains data files and Internet simulations. Survival Skill Integration. Productivity Integration. Power Integration. Web Page Integration. Internet Integration. Putting It Together. For anyone who wants to develop skill in integrating the components of Office XP.

Appropriate for all advanced level courses in Microsoft Office 2003. Learning Microsoft Office 2003 Advanced Skills: An Integrated Approach is a total-immersion, hands-on tutorial that teaches students how to use Microsoft Office as an integrated suite, not merely a set of disconnected applications. This approach will enable students to perform complex real-world tasks far more effectively. The author walks students step by step, mouse-click by mouse-click, keystroke by keystroke through each of Microsoft Office 2003's most important integration features and applications. They begin with an overview of integration in Microsoft Office 2003, covering basic skills such as moving data between applications and creating hyperlinks that connect Microsoft Office documents to Internet sites. Through hands-on exercises, they show how to create PowerPoint presentations from Word outlines; embed Excel charts in Word reports; use Outlook contact lists to generate mailing labels for Word mail merges; publish Word reports based on Access queries; and link Excel charts to PowerPoint slides.Next, they move on to specific productivity tasks that benefit from Office integration: for example, generating directories with Word and Access, and linking Excel worksheet data to a Word form letter. The book includes detailed coverage of Web page and Internet integration, ranging from delivering presentations on the Web to creating entire Web sites with Word. A final section presents complex projects that walk users through using multiple Office applications together. Each lesson is comprised of several exercises built around using Microsoft Office in 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 workplace; a realistic exercise scenario; definitions of key terms; concise notes describing and outlining important concepts; hands-on mouse and keyboard 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, practice, or to test skills proficiency.

A DDC Title Designed for students at a variety of skill levels, each manual in the DDC Publishing series provides students with a total-immersion, hands-on tutorial that walks them step by step, mouse-click by mouse-click, keystroke by keystroke through basic and intermediate and often advanced features of an

applications program. Each well-illustrated, spiral-bound manual contains easy-to-read, appealingly formatted procedural explanations and step-by-step exercises in either a multi-part Lesson format or a Notes/Exercise format.

Step-by-step concepts, exercises, keystrokes, and applications enable the reader to learn the software quickly and easily. Beginner through expert level. Free color template on the back cover.

DDC's original Learning Series now comes with a hard cover. This unique hardcover with a spiral binding blends high quality with efficiency, allowing pages to lay flat. Step-by-step concepts, exercises, keystrokes, mouse commands, and applications enable you to learn Microsoft Office for Windows 95 quickly and easily. Beginner through expert level. Free color template on back cover.

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