

Stepping Through Office Xp With Business Applications Advanced

Bill Ferguson

Stepping Through Office Xp With Business Applications Advanced:

Stepping Through Office XP with Business Applications Pearson Education, Inc, Prentice-Hall, Inc, DDC <u>Performing with Microsoft Office XP</u> Iris Blanc, Cathy Vento, Blanc, Jean-Jacques, Vento, Iris Blanc Cathy Vento, 2001-11-29 The Performing Series takes students to a higher level of learning through applied and project based activities that go beyond the mechanics of the software Most textbooks begin by teaching students software skills The Performing Series presents various business documents first then shows students the Office XP skills they need to create them This approach shows students the relevance of what they are learning as they apply technology to task **Expert** Deborah Hinkle, Kathleen Stewart, Margaret Marple, Thomas Cain, 2002 Providing students with real world context for learning software applications this work presents helps students get hands on experience working on actual projects It acts as an instructional package that allows instructors to tailor the program to teaching styles lab needs student objectives and student learning styles Microsoft Access Version 2002 Step by Step Online Training Solutions (Firm), 2001 Experience learning made easy and guickly teach yourself how to use the data management power in Microsoft Access Version 2002 With STEP BY STEP you can take just the lessons you need or work from cover to cover Either way you drive the instruction building and practicing the skills you need just when you need them Master the tools for building a database that makes information easier to find and use Link to data from other Microsoft Office applications HTML and XML files and other databases Use forms filters gueries and reports to capture and analyze data Learn ways to prevent data corruption and unauthorized access Share your data with colleagues and customers through interactive Web pages Prepare for the Microsoft Office User Specialist MOS exam This book is approved courseware for the Microsoft Office Specialist Program Go to http www microsoft com learning mcp officespecialist default mspx Microsoft PowerPoint Version 2002 Step by **Step** Perspection, Inc, 2001 Experience learning made easy and guickly teach yourself how to create professional guality presentations using Microsoft PowerPoint Version 2002 With STEP BY STEP you can take just the lessons you need or work from cover to cover Either way you drive the instruction building and practicing the skills you need just when you need them Turn your ideas into powerful presentations using ready made design templates and Smart Tags Make your point with compelling charts diagrams graphics and text you create or import in a snap Add narration animation 3 D effects and movies and create self running slide shows E mail your work in progress to colleagues for review and collaboration Deliver your presentation anywhere from a meeting room to the Web Prepare for the Microsoft Office User Specialist MOS exam This book is approved courseware for the Microsoft Office Specialist Program Go to http www microsoft com learning mcp officespecialist default mspx Microsoft Word Version 2002 Step by Step Perspection, Inc, 2001 A tutorial demonstrating Word fundamentals covers creating and customizing documents proofreading printing graphics resource sharing forms letters Web documents and integration with other Office applications Citrix MetaFrame XP Brian S.

Madden,2002 A completely updated version of the bestselling first edition this is a real world field guide that details the design and deployment of MetaFrame XP environments Written from years of practical experience it provides readers with the insight needed to tackle tough design issues including printing replicated data stores NFuse classic server farm design and coexistence with MetaFrame 1 8 Illustrations

Microsoft FrontPage Version 2002 Step by Step Online Training Solutions (Firm),2001 Understanding How FrontPage Works Creating a Web Site to Promote Youself or Your company Presenting Information in Lists and Tables Enhancing Your Web Site with Graphics

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