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**IDG Books Staff, Sandra Cable, Nancy
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Inc,1999-07-28 All the basic Access features and functions are described with highly organized and easy to read text and graphics on two page color illustrated spreads **Teach Yourself Visually Windows 2000 Server** Michael Toot,Eric Butow,Michael S. Toot,2001 Visually demonstrates the updated features of Microsoft Windows 2000 Server technology covering installation configuration applications troubleshooting and security **Teach Yourself Microsoft Access 2000 Visually** IDG Books Staff,Sandra Cable,Nancy Harris,Sherry Willard Kinkoph,1999-12 Teaching Access 2000 Has Never Been Easier 6 Modules Packed with Curriculum Based Instructional Aids for Teaching Access 2000 Visually PowerPoint presentations of all 6 modules included on CD ROM with All the projects and exercises included in the book Documents with sample student projects Scoring grids to help you track students and grades Assessment questions to gauge student progress More than a decade in the making the Teach Yourself Visually TM method offers students the quickest easiest way to learn new programs Each task is clearly demonstrated with step by step screenshots and 3 D graphics which means that students can read less and learn more Lesson Plans Manual includes suggested lesson plans for 14 week 6 week and 2 day courses along with skill charts activity overviews time requirements and prerequisites Teaching Suggestions Quickly get your class involved with some good attention grabbers and other proven classroom tips Visual Aids Slide presentations help you keep the course focused and students motivated Hands on Projects Exercises You ll find Basic Concept and Going Further projects plus dozens of multiple choice fill in the blanks and special challenge questions in each module Glossary Key words and concepts in each lesson are summarized in a glossary Materials also available for these Teach Yourself Visually TM titles Office 2000 Word 2000 Excel 2000 PowerPoint 2000 Windows 98 Computers and the Internet System Requirements Windows PC running PowerPoint 2000 Access 2000 and Office 2000 [www idgbooks com](http://www.idgbooks.com)

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