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Hinkle, Kathleen Stewart, 2004-02-17 **Microsoft Office 2003** Pasewark and Pasewark LTD., William R. Pasewark, 2005

Stepping Through Microsoft Office 2003 Pearson Education, Inc, Prentice-Hall, Inc, DDC Publishing, 2004 *Certified Microsoft Office User, Frontpage 97 Exam Guide* Productivity Point International, Productivity Point International Staff, 1997-09-01 This step by step tutorial gives complete end user preparation for Microsoft's MS FrontPage Expert User exam as part of the new Certified Microsoft Office User program The CD ROM contains Que's Confidence Builder suite of integrated Skills Assessment Review Chapter Review and a Complete Review that prepares users to pass the actual Microsoft test Microsoft Office 2000 Introductory Course William Robert Pasewark, 2000 **Learning Microsoft Office 2003**

Suzanne Weixel, Jennifer Fulton, DDC, Faithe Wempen, DCC, 2004-04-01 Appropriate for all introductory to intermediate level courses in Microsoft Office 2003 Designed for students at a wide variety of skill levels this book provides a total immersion hands on tutorial that walks students step by step mouse click by mouse click keystroke by keystroke through each of Microsoft Office 2003's most important features It includes detailed sections on Word Excel PowerPoint and Access as well as briefer coverage of Outlook 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 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 Each lesson ends with additional Critical Thinking exercises that call upon students to rely on the skills they've learned Coverage includes editing and formatting working with long documents performing mail merges building worksheets with functions and formulas inserting charts automating tasks creating databases finding and reporting on data building presentations delivering content on the Web using content from the Web using e mail and other Outlook features and more The course ends with an extensive Challenge section provided on CD ROM in which students perform complex tasks that involve multiple Microsoft Office applications or Internet integrat **Microsoft Office 2003 Advanced Course** Sandra Cable, Connie Morrison, CEP

Inc., CEP, Inc, 2004-08 This text includes features that make learning easy and enjoyable yet 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 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

PowerPoint Outlook and Publisher **Microsoft Office Word 2003: A Professional Approach, Comprehensive Student Edition w/ CD-ROM** Deborah Hinkle, 2004-05-24 McGraw Hill Technology Education's Professional Approach Series presents exercises in real life business situations so students get hands on experience working on actual projects the best way to prepare them for the on the job challenges they'll face Each lesson contains up to 25 skill applications and 5 end of unit skill applications that take students from simple to complex situations The Office 2003 texts complete instruction in all skill sets and activities for the appropriate Microsoft Office Specialist Certification MOS Exams *Microsoft Office 2003* Nita Hewitt Rutkosky, 2004 This plastic spiral bound tutorial CD ROM package teaches readers the Microsoft Office Specialist skills required for certification on the Specialist or Expert level in one or more major applications within the Office 2003 suite Each short section of instruction is followed by a practice exercise *Microsoft Office Specialist Study Guide* Online Training Solutions (Firm), 2004 Helping readers prepare for one or more of the Microsoft Office Specialist exams for the Microsoft Office 2003 Editions track this guide covers all objectives and sub objectives for the Microsoft Official Specialist exams for Microsoft Office Word 2003 Word 2003 Expert Excel 2003 Excel 2003 Expert PowerPoint 2003 Access 2003 and Outlook 2003 The CD includes practice files and practice exams **Microsoft Office Word 2003: A Professional Approach, Specialist Student Edition w/ CD-ROM** Deborah Hinkle, 2004-03-31 McGraw Hill Technology Education's Professional Approach Series presents exercises in real life business situations so students get hands on experience working on actual projects the best way to prepare them for the on the job challenges they'll face Each lesson contains up to 25 skill applications and 5 end of unit skill applications that take students from simple to complex situations The Office 2003 texts complete instruction in all skill sets and activities for the appropriate Microsoft Office Specialist Certification MOS Exams Microsoft Office Access 2003 Floyd Jay Winters, Julie T. Manchester, 2004-08 Appropriate for all courses preparing students to earn the Microsoft Office Specialist certification for Access 2003 and for other beginning to intermediate level courses in Microsoft office Acces 2003 Building on Prentice Hall's highly successful Test Prep performance based instruction pedagogy this text offers proven preparation for Microsoft's Access 2003 Specialist certification exam The authors cover every skill standard required by Microsoft The text offers extensive hands on experience including skill drills that reinforce learning through detailed step by step repetition as well as challenges that reinforce leaning through repetition and recall Along the way the authors present dozens of shortcuts together with guidance on alternative ways to accomplish key tasks This edition also contains a handy Task Guide that serves as a quick day to day reference to key procedures Learning Microsoft Office Word 2003 Suzanne Weixel, 2004-04 Appropriate for all introductory to intermediate level courses in Microsoft Office Word 2003 Designed for students at a wide variety of skill levels Learning Microsoft Office Word 2003 provides a total immersion hands on tutorial that walks students step by step mouse click by mouse click keystroke by keystroke through each of Word 2003's most important features 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 Word 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 Each lesson ends with additional Critical Thinking exercises that call upon students to rely on the skills they ve learned Coverage in this edition includes creating opening saving editing printing and managing documents formatting text and documents creating tables running mail merges building multiple page documents creating documents for publication on the Internet using Word s collaboration desktop publishing and automation features integrating graphics and content from other Microsoft Office applications and more The book also includes a full chapter of advanced Challenge Exercises

Microsoft Office 2003 Bill Pasewark, William Robert Pasewark, 2004-08-23 This text includes features that make learning easy and enjoyable yet challenging for learners Benefits Offers a flexible format making this book ideal for classrooms with students with varying abilities Provides numerous step by step exercises review exercises and case projects to enhance students learning experiences Apply skills either individually or in a team setting using strong end of lesson material including Command Skills Concepts Review and On the Job simulations A Capstone Simulation at the end of the text allows students to apply all of the skills acquired and see them come together in one application This text is Microsoft Office Specialist certified at the Specialist level for Word Excel Access and PowerPoint

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