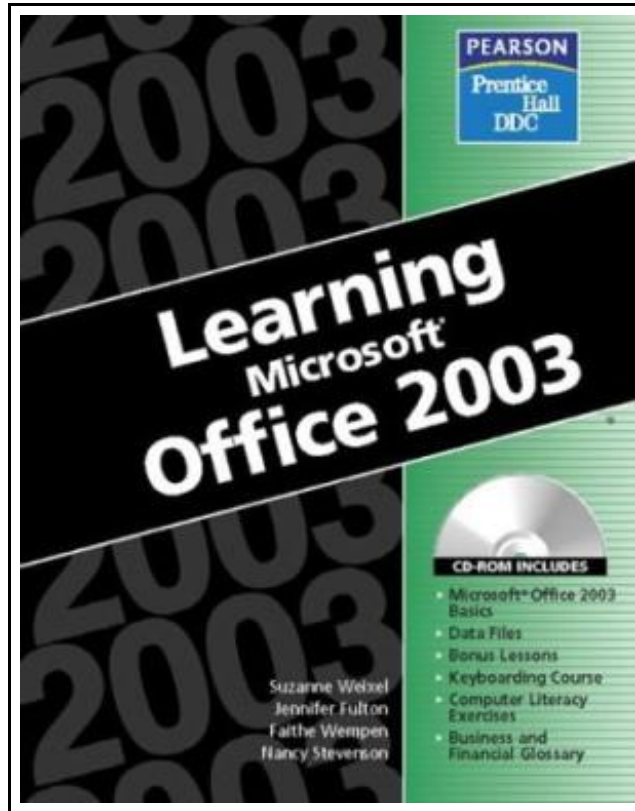# Learning Microsoft Office 2003 (Mixed media product)

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Pearson Education (US), United States, 2004. Mixed media product. Book Condition: New. 272 x 226 mm. Language: English . Brand New Book. 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 integration.

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