



ESSENTIALS IN W



Level 3 *Second Edition* Student Text

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Essentials Keith Mulbery, Cynthia Krebs, 2002 For courses in Office Applications The Essentials Series for Microsoft Office XP has been rewritten and redesigned to meet the needs of today's classroom. These hands-on tutorials with a project orientation are designed to give students a thorough knowledge of software applications. Extensive end-of-project exercises emphasize hands-on skill development.

Essentials Powerpoint 2002 Level 1 Linda Bird, 2002 The Design is clean and the approach is simple a list of steps to move users through Office XP tasks. Extensive end-of-project exercises reinforce what readers have learned. Easy to use clear concise instructions are accompanied by numbered screens text is in black and white for flexible and inexpensive customization. The Essentials Series for Microsoft Office XP has been rewritten and redesigned hands-on tutorials with a project orientation are designed to give users a thorough knowledge of software applications. Extensive end-of-project exercises emphasize hands-on skill development. For anyone interested in updating their software applications skills.

Essentials Dawn Parrish Wood, 2001-08 For courses in Office Applications The Essentials Series for Microsoft Office XP has been rewritten and redesigned to meet the needs of today's classroom. These hands-on tutorials with a project orientation are designed to give students a thorough knowledge of software applications. Extensive end-of-project exercises emphasize hands-on skill development.

Essentials Lawrence Metzelaar, Marianne B. Fox, Linda J. Bird, Keith Mulbery, Dawn Parrish Wood, 2001-09 Just right for your level Skills that are right for your needs Instruction that is right for your level The essentials series is your no nonsense approach to learning Office XP applications at the basic intermediate and advanced levels Reinforce what you learn Practice and reinforce skills with extensive end-of-project exercises Checkout the extensive end-of-project exercises that emphasize hands on learning and reinforce skills while checking your comprehension Fully customizable Mix and match any project at any level on line to target the skill sets you need to achieve your goals Be sure to visit www.prenhall.com/essentials

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Extensive end of project exercises emphasize hands on skill development For anyone interested in updating their software applications skills *Microsoft Word 2002 MOUS Core Level* Linda Ericksen,2002 Overview This series of test prep books focuses on preparing the user to pass the associated Microsoft R Office User Specialist MOUS certification exams Its step by step tutorials show how to complete the required procedures in a clear concise and direct manner The tutorials are organized to match the order of the skill sets and skills being measured as published on Microsoft s MOUS Web site Key Features End of Skill Set Exercises These two levels of reinforcement Skill Drill and Challenge emphasize hands on skill development Each exercise is independent of the other which allows the student to complete the tasks in any order Notes Skill sets include three types of notes If You Have Problems Alternate Ways and In Depth The first displays only hands on steps Alternate Ways describe shortcuts and alternate methods of completing a task Finally In Depth gives extra tips special hints and explanations of related topics Illustrations Multiple illustrations add visual appeal and reinforce learning in each skill area The display of an icon each time a new button is introduced helps the user gain an understanding of the basic concepts In addition screen shots are displayed with key steps to allow the student to check against the results on the monitor Author Interaction Across All Application Texts in the Series All texts within the MOUS prep series reflect the efforts of experienced authors using guidelines developed by Series Editors The student will find consistency within and among all titles in the series Instructor Resources Instructor resources include an Instructor s Resource CD ROM IRCD andCompanion Website The IRCD includes PowerPoints Test Manager Student Data Files Instructor s Manuals and Solutions Files for all four applications Go to www.prenhall.com/phit

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