



Learning Microsoft Office 2003 (Mixed media product)

By DDC

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...



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Reviews

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