

Quick Course In Microsoft Office Publisher 2003 Fast Training For Busy People Quick Course Computer Training Series

One of a series of computer-training books designed for busy people, this one provides a quick course in Word 7 for Windows.

Quick Course in Microsoft Office XP Training Edition Quick Course in Microsoft Office XP Online Training Solutions Incorporated

Quick Course in Microsoft Office XP

Microsoft Office for Windows 95

Quick Course in Microsoft Office 2000

A Quick Course in Word 7 for Windows 95

Quick Course in Microsoft Access 2000

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

"Quick Course" books offer streamlined instruction for the new user in the form of no-nonsense, to-the-point tutorials and learning exercises. This title demonstrates in easy steps how to create impressive-looking documents, including a business letter, an eye-catching press release, and a company flier.

Quick Course in Microsoft Word 97

Training Edition

Computer Training Books for Busy People

Quick Course in Microsoft Office Access 2003

Enhanced Microsoft Office 2013: Illustrated Introductory, First Course

Teaches software by showing how to create documents people can use in their work.

The core of this guide is a logical sequence of straightforward, easy-to-follow, hands-on instructions for creating outstanding presentations in a fast-paced training solution free of unnecessary frills.

Quick Course in Word 97

Quick Course in Microsoft Office

Quick Course in Microsoft Office PowerPoint 2003

A Quick Course in Microsoft Office for Windows, Version 4.3

Quick Course in Microsoft Office 2003

The authors teach Access 2000 by showing how to build a relational database that can be adapted for many types of information. Also included is information on tables and forms, database design, sophisticated queries, and database maintenance and management.

Engage both computer rookies and hot shots in mastering Microsoft Office 2013 applications quickly and efficiently with the acclaimed Illustrated Series' newest book: ENHANCED MICROSOFT OFFICE 2013: ILLUSTRATED INTRODUCTORY, FIRST COURSE. Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Skills are accessible and easy-to-follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screen images that reflect exactly what readers should see on their own computers. Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application. The Enhanced Edition includes a new Student Success Guide that not only helps students prepare for success in their class, but also guides them through the use of OneNote to facilitate that. The Enhanced Edition also features new and updated appendixes that offer a variety of opportunities to explore cloud computing and other developing applications in more depth. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Quick Course in Microsoft Office FrontPage 2003

Quick Course in Microsoft Office Publisher 2003, Training Edition

Microsoft Office 97 quick course

Fast-track Training for Busy People

Quick Course in Microsoft Office Outlook 2003

"Quick Course" books offer streamlined instruction for the new user in the form of no-nonsense, to-the-point tutorials and learning exercises. This title demonstrates in easy steps how to use Microsoft Word, Excel, PowerPoint, Access, and Outlook and how to move

information between the programs.

This "Quick Course" focuses on creating impressive-looking documents, including a business letter, an eye-catching press release, and a company flyer.

Quick Course Instructor's Guide for Microsoft Office for Windows, Version 4.3

One-day Quick Course in Microsoft Windows 98

Quick Course in Microsoft Office Excel 2003

Quick Course in Microsoft Office for Windows 95 and Windows NT

Quick Course in Microsoft Office Excel 2003, Training Edition

The authors teach Office applications by showing how to create documents people can use in their work. Chapters cover the basics of each application of the Office 2000 suite and then move on to more advanced topics.

Applauded by people in business, education, and the government, Quick Course books teach the software while showing how to create useful business documents.

Quick Course 2

Fast-track Training Books for Busy People

Workbook for Quick Course in Microsoft Office for Windows Version 4.3

Quick Course in Microsoft Office Publisher 2003

Education - Training Edition

"Provides clear, concise instruction and hands-on practice exercises to enable you to start using this best-selling presentation program right away. Ideal for beginning to intermediate users, this course teaches the basics and then helps you build proficiency."--Back cover.

Study guide.

Quick Course in Microsoft Office Access 2007

Quick Course

Workbook for Quick Course in Microsoft Office for Windows 95 and Windows NT

Illustrated Course Guide: Microsoft Office 365 & PowerPoint 2016: Introductory, Spiral bound Version

This easy to use, approachable guide provides fast-paced, to-the-point tutorials and learning exercises for quickly grasping application basics and building proficiency. Designed for the beginning to intermediate student, the book can be used for self training and instructor-led classes, focusing on using the computer to get specific tasks done at home or at work.

Loved for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY is the ideal resource for learning Microsoft PowerPoint 2016, regardless of the reader's experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The ILLUSTRATED COURSE GUIDE divides Microsoft PowerPoint 2016 concepts and skills into three manageable levels -- Introductory, Intermediate, and Advanced -- making it perfect for mastering critical PowerPoint skills in any learning environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Fast-track Training for Busy People, Training Edition

Quick Course in Microsoft Office Word 2007

New Perspectives on Microsoft Office 2013, Second Course

Quick Course in Microsoft PowerPoint 2000

Quick Course in Microsoft Office Word 2003

Focusing on Microsoft Office 97, this is one of a series of step-by-step computer books suitable both for self-training and for classroom use. It covers techniques common to all four of the primary Office components (Word, Excel, PowerPoint and Access) for creating, saving

files, giving instructions, formatting, printing and getting help. Each component is showcased in two tutorial chapters dedicated specifically to teaching the ins and outs of that particular application. Following chapters deal with each of the components individually.

Teaching the software while showing how to create useful documents, this book teaches users how to create professional looking documents, build well organized spreadsheets using built-in functions, prepare a slide presentatin with graphs and an organization chart,

construct a database of linked tables, and create documents combining elements created in different Online programs.

Microsoft Office Word 2003

Quick Course in Microsoft Office 97