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Creative Projects Using Templates For Microsoft Office

Kathy Schwalbe



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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 and Companion 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 **PC/Computing** ,1999-07 **Sams Teach Yourself Microsoft Project 98 in 24 Hours** Tim Pyron,1998 Including coverage of new scheduling features this book is the fastest way to learn Microsoft Project 98 quickly and get up to speed on the critical features users need to update and maintain projects Readers will learn about Resource Contouring Task Splitting Cost Rate Tables and Office 97 integration *Microsoft Office 2003* Stephen Haag,James T. Perry,Amy Phillips,Merrill Wells,Paige Baltzan,2004 Emphasizes that students learn and master applications skills by being actively engaged by doing Prior to introducing steps this I Series Applications textbook discusses why the steps students are about to experience are important and what role the steps play in the overall plan for creating a document workbook or database PC World ,1999

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