

# I Series Microsoft Office Powerpoint 2003 Introductory

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Advantage Series: Microsoft Office 2003 - Glen Coulthard 2004-01-05

The Advantage Series presents the Feature-Method-Practice approach to teaching computer software applications. Feature describes the step or command; Method shows how to perform it; and Practice asks the students to try it themselves. This enhances critical thinking skills and provides students and instructors with complete application coverage.

Microsoft Office Powerpoint 2003 - Glen J. Coulthard 2003-10

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*Microsoft Office OneNote 2003* - Thomas J. Cashman 2004-09

For the past three decades, the Shelly Cashman Series(r) has effectively introduced computers to millions of students, consistently providing the highest quality, most up-to-date, and innovative materials in computer education. We are proud of the fact that our series of Microsoft Office 4.3, Microsoft Office 95, Microsoft Office 97, Microsoft Office 2000, and Microsoft Office XP textbooks have been the most widely used books in computer education. With each new edition of our Office books, we have made significant improvements based on software changes and comments made by both instructors and students. Our Microsoft Office 2003 books continue with the innovation, quality, and reliability that you have come to expect from the Shelly Cashman Series.

**Microsoft Office PowerPoint 2003** - David W. Beskeen 2005-03-29

The visual and flexible way to learn Microsoft PowerPoint skills.

*New Perspectives on Microsoft Office PowerPoint 2003, Comprehensive, CourseCard Edition* - Beverly B. Zimmerman 2005-03

Part of the New Perspectives series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning of Microsoft PowerPoint 2003.

**O'Leary Series: Microsoft Office Excel 2003 Introductory** - Timothy O'Leary 2003-12-31

The goal of the O'Leary Series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life. The O'Leary Microsoft Office 2003 texts are crafted to be the true step-by-step way for students to develop Microsoft Office application skills. The text design emphasizes step-by-step instructions with full screen captures that illustrate the results of each step performed. Each Tutorial (chapter) combines conceptual coverage with detailed software-specific instructions. A running case that is featured in each tutorial highlights the real-world applications of each software program and leads students step-by-step from problem to solution.

**Microsoft Office 2003** - Gary B. Shelly 2005-02

This new second edition includes sufficient material for a first course on Office 2003 applications and includes a quick reference CourseCard on Office 2003 skills.

*Open Learning Guide for Word 2003 Introductory* - Cia Training Ltd Staff 2004-05

This A4 spiral bound manual has been specifically designed to provide the necessary knowledge and techniques for the successful creation and manipulation of Word documents. The accompanying data files are designed to help demonstrate the features you are learning as you work through the manual using a step-by-step approach.

**Open Learning Guide for Powerpoint 2003 Introductory** - Cia Training Ltd Staff 2004-09

This A4 spiral bound manual has been specifically designed to provide the necessary knowledge and techniques for the successful creation and manipulation of a PowerPoint presentation. The accompanying data files on CD are designed to help demonstrate the features you are learning as you work through the manual using a step-by-step approach.

**Microsoft Office Word 2003 Complete** - Stephen Haag 2004

The I-Series leads the student through clear, error-free, and unambiguous steps to accomplish tasks that produce a finished document, work sheet or database table. The approach is not simply results-oriented; teaching how to accomplish a task is not enough for complete understanding and mastery. Prior to introducing steps, the authors discuss why each step is important and what roll all the steps play in the overall plan for creating a document, workbook or database. The I-Series Applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing.

Microsoft Office PowerPoint 2003 - Gary B. Shelly 2005-03-29

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*Whizkids Xp Advance Series i (ms Powerpoint 2003)' 05 Ed.-proficiency in Slides Presentation* -

I-Series: Microsoft Office Access 2003 Introductory - Stephen Haag 2004-01-27

*Microsoft Office Powerpoint 2003* - Alicia Vargas 2004

Written for a diverse audience (all ages, different educational backgrounds, varying educational goals), this book allows for self-paced or online learning. The primary goal of GO! Series: Microsoft PowerPoint 2003 Brief Edition is to teach Microsoft PowerPoint 2003 quickly and easily, with an approach that is based on clearly-defined projects. A key feature of the book is the use of Microsoft procedural syntax: steps begin with where the action is to take place, followed by the action itself. The instruction is error-free, clearly written, and logically arranged. This book provides users with the skills to solve business problems using the computer as a tool. The Brief edition covers the following topics: getting started with PowerPoint; creating a presentation; and formatting a presentation. An efficient and handy guide for anyone who would like a good working introduction to PowerPoint 2003.

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*Open Learning Guide for Project 2003 Introductory* - Cia Training Ltd Staff 2004-09

This introductory manual provides the knowledge and techniques necessary for the successful creation and updating of a project schedule. After completing the guide, you will be able to: create, edit and save a project schedule; enter tasks, milestones and durations; organise a task list; and more.

*Microsoft Office 2003* - Stephen Haag 2004

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*Microsoft Office Publisher 2003* - Elizabeth Eisner Reding 2004

Part of the Illustrated series, this text offers a visual, flexible way to build Microsoft Publisher 2003 skills. Lessons are presented in a clean, easy-to-follow 2-page spread layout that features action steps on the left-hand page and colorful, large illustrations and screen shots on the right-hand page.

*Microsoft Powerpoint 2003 - Illustrated Brief* - David Beskeen 2003-11

The visual and flexible way to learn Microsoft PowerPoint skills.

**Microsoft Office 2010: Introductory** - Gary B. Shelly 2010-08-05

Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In Microsoft Office 2010: Introductory you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Microsoft Office Outlook 2003** - Gary B. Shelly 2004-04-09

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**Microsoft Office 2003 - Illustrated Introductory, Premium Edition** - Jennifer Duffy 2006-02

The Illustrated Series offers a highly-visual, easy-to-follow approach to learning Office 2003 skills. This Premium Edition offers an integrated training solution to help students learn and reinforce key Office skills.

**The I-Series Microsoft Office Excel 2003 Complete** - Stephen Haag 2003-11

The I-Series leads the student through clear, error-free, and unambiguous steps to accomplish tasks that produce a finished document, work sheet or database table. The approach is not simply results-oriented; teaching how to accomplish a task is not enough for complete understanding and mastery. Prior to introducing steps, the authors discuss why each step is important and what roll all the steps play in the overall plan for creating a document, workbook or database. The I-Series Applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing.

*Discovering Computers - Introductory* - Steven M. Freund 2012-07-23

Students are guided through the latest trends in computer concepts and technology in an exciting and easy-to-follow format. Updated for currency, ENHANCED DISCOVERING COMPUTERS, INTRODUCTORY: YOUR INTERACTIVE GUIDE TO THE DIGITAL WORLD, International Edition provides readers with the most up-to-date information on the latest technology in today's digital world.

**Microsoft Office Access 2003** - Stephen Haag 2003-11

The I-Series leads the student through clear, error-free, and unambiguous steps to accomplish tasks that produce a finished document, work sheet or database table. The approach is not simply results-oriented; teaching how to accomplish a task is not enough for complete understanding and mastery. Prior to introducing steps, the authors discuss why each step is important and what roll all the steps play in the overall plan for creating a document, workbook or database. The I-Series Applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing.

*Microsoft Office 2003-Illustrated Introductory* - David W. Beskeen 2004

Updated textbook for Microsoft Office 2003 includes coverage of the new features in Word, Excel, Access, and PowerPoint. It contains three Portfolio Project Sections, Advanced Challenge Exercises and higher level tasks.

*Management Information Systems for the Information Age* - Stephen Haag 2005

*Microsoft Office Access 2003 Intro* - Glen J. Coulthard 2004

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**Microsoft Office Word 2003** - Stephen Haag 2003-12

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*Microsoft Office Powerpoint 2003 for Windows* - Rebecca Bridges Altman 2004

Contains an introduction to Microsoft PowerPoint 2003 for Windows, including a visual guide to the basic elements of the software, providing information on creating slides, tables, and charts, importing graphics, applying animation, and producing a slide show. Includes index.

*New Perspectives on Microsoft Office PowerPoint 2003, Introductory, CourseCard Edition* - Beverly B. Zimmerman 2005-03-15

Part of the New Perspectives series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning the new features of this latest version of Microsoft PowerPoint 2003.

**Straight to the Point : Microsoft Power Point 2003** - Dinesh Maidasani 2008

*Microsoft Office PowerPoint 2003 Introductory* - Stephen Haag 2004

Emphasizes that students learn and master applications skills by being actively engaged- by doing. Prior to introducing steps, this title 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.

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