

## **Learning Series (DDC): Learning Microsoft Office Publisher 2003**

Learning Microsoft Office XP provides readers with a total-immersion, hands-on tutorial that walks them step by step, mouse-click by mouse-click, keystroke by keystroke through essential features of Word, Excel, PowerPoint, and Access. Designed for readers at a variety of skill levels, the well-illustrated, spiral-bound manual contains easy-to-read, appealingly formatted procedural explanations and step-by-step exercises in a multi-part Lesson format. Real-life, on-the-job exercise scenarios make content immediately relevant. An accompanying CD-ROM includes data files and a host of other resources. Word 2002 (Basic Editing Skills; Formatting Basics; Using the Internet and E-mail; Creating Web Pages; Creating Tables; Creating Documents with Merge; Creating and Editing Longer Documents; Enhancing Documents and Automating Tasks). Excel 2002 (Working with Formulas and Formatting; Working with Functions, Formulas, and Charts; Advanced Printing, Formatting, and Editing; Advanced Chart Techniques; Working with Lookup Functions, PivotCharts, and PivotTables; Internet and Integration with Excel). Access 2002 (Working with Tables and Datasheets; Simplifying Data Entry with Lookups and Forms; Find Information in a Database; Display Information with Reports). PowerPoint 2002 (Editing and Formatting a Presentation; Starting Up a Slide Show). For anyone who wants to develop skills in using the features of the various components of Microsoft Office XP.

Focused on essential information, this manual helps readers become well versed in all the main computer concepts—hardware, software, communication, and issues—that affect every area of life today, and a knowledge of which is mandatory for success in today's job market. Concepts are clearly explained and rooted in a practical context—e.g., instead of just defining RAM and ROM, tells readers what they need to know about memory when deciding what computer to buy. The manual features brief, modular chapters, illustrations, an appealing open format, and a stay-flat spiral binding. A variety of practical sidebars, Web site citations, tips, how-to advice, troubleshooting information, and practice exercises are interwoven throughout. An accompanying CD-ROM includes TRY IT! Multimedia Simulation; Visual Reference tutorials for Microsoft Office 97/2000; Multimedia Internet tutorial; Touch 'N' Type Keyboarding course; and Typing Tests with automatic Scoring. Technology in Prospective. Defining a Computer. The System Configuration. Entering Data. Output: Viewing, Printing, Music, and Modems. Storing Data. Operating Systems. Word Processing. Spreadsheets. Database. Graphics Programs. Presentations and Publishing. The Programming Profession. The Internet. Networking. Computers and Careers. Computers and Society. The Future of Computing. For anyone wanting a hands-on introduction to basic computer concepts.

DDC's original Learning Series now comes with a hard cover. This unique

hardcover with a spiral binding blends high quality with efficiency, allowing pages to lay flat. Step-by-step concepts, exercises, keystrokes, mouse commands, and applications enable you to learn Microsoft Office for Windows 95 quickly and easily. Beginner through expert level. Free color template on back cover.

Learning Microsoft Windows 95

Learning Microsoft Office Publisher 2007

Learning Microsoft Office 2003, Annotated Teacher's Edition

Learning Microsoft Office 2003 Advanced Skills

Learning Microsoft Office XP

Written for use with Microsoft's newest word processing application and a component of Office 97, this book's new features include Office Assistant, drawing toolbar, and graphics filters. The CD-ROM includes data files, multimedia tutorial on browsing, and Internet simulations.

Unique hardcover spiral allows the title to be displayed on the spine.

Microsoft Office 97 Professional includes Word, Excel, Access, PowerPoint, Outlook, Bookshelf Basics, and several other programs, such as Microsoft Internet Explorer. Each of the applications and utilities included in the package can be used separately or they can be used together to produce professional looking documents.

Appropriate for all introductory-to-intermediate level courses in Microsoft Access 2003.

Designed for students at a wide variety of skill levels, Learning: Microsoft Access 2003 provides a total-immersion, hands-on tutorial that walks students step by step, mouse-click by mouse-click, keystroke by keystroke through each of Access 2003s most important features. 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 Access 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 proficiency. Each lesson ends with two additional Critical Thinking exercises that call upon students to rely on the skills theyve learned. Coverage in this edition includes: getting started with Access; working with tables and datasheets; simplifying data entry with lookups and forms; finding and displaying information; integrating Access with other programs and the Web; advanced table, form, report, and query design; automation, security, and maintenance.

Learning Microsoft Access Binder Test

Learning Microsoft Office Word 2007

Learning Microsoft Office 2003, Solutions Manual

Learning Microsoft Office 2007

**Key Benefit: "DDC Learning Microsoft Office Publisher 2007" simplifies the new Office 2007 user interface and powerful new features of Publisher. Hands-on exercises and applications provide a practical, effective approach to learning software skills. Key Topics: Covers the features of the application, step-by-step, including expanded coverage of graphics and integration with other Office applications. Market: For**

anyone looking to learn MS Office Publisher.

Appropriate for all introductory level courses in personal computing and office productivity applications. Designed for students who are new or relatively new to computers, this is a total-immersion, hands-on tutorial in the basics of working with PCs and using today's #1 productivity tool, Microsoft Office 2003. It walks students step by step, mouse-click by mouse-click, keystroke by keystroke through all the basic tasks associated with running a Windows XP computer and using Microsoft Office 2003's key applications: Word, Excel, PowerPoint, and Access. It also contains step-by-step coverage of using the Internet and e-mail, and of maintaining a computer. 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. Coverage includes: navigating the Windows desktop and Start menu; managing documents; basic Microsoft Office application concepts; editing, formatting, page setup, proofreading, and clip art; calculating with Excel worksheets; building PowerPoint presentations; creating Access databases and entering and retrieving data from them; working on LANs, using e-mail and the Web, PC maintenance, anti-virus software, backup/restore, and more. Also included: a full chapter on desktop publishing newsletters and other documents with Microsoft Office Word.

Windows 98 blends your computer with the Internet--and this book blends you with Windows 98. Readers will quickly master Windows 98's new features--integrated browsing for the Net and the computer; linking to commonly used information; automatic data download from the Net to the computer; "push button" menus; integrated MSPlus features; and more.

Cover Title

DDC Learning Computer Concepts

Learning Computer Concepts

Learning Computer Literacy with Microsoft Office 2003

DDC Learning Microsoft Access 2002

Microsoft Access 2003

*Learning Microsoft FrontPage 2002 provides readers with a total-immersion, hands-on tutorial that walks them step by step, mouse-click by mouse-click, keystroke by keystroke through basic, intermediate, to advanced features FrontPage. Designed for readers at a variety of skill levels, the well-illustrated, spiral-bound manual contains easy-to-read, appealingly formatted procedural explanations and step-by-step exercises in a multi-part Lesson format.*

*Throughout, readers work with a variety of web sites—ranging from personal pages to corporate sites. Real-world, on-the-job scenarios make content immediately relevant. An accompanying CD-ROM includes data files. Add Graphic Web Elements. Create Tables in FrontPage. Frames and Special Effect. Advanced Web Formatting: Themes and Styles. Web Development: Navigation Structures and Tasks. Web Publishing and Searching. Interactive Web Features: Forms and Other. FrontPage Components. Advanced Interactive Web Features: Discussion. Groups and Databases. Web-Site Management. For anyone wanting to develop skills in using FrontPage to develop Web sites.*

***The DDC Learning Microsoft Office 2007 simplifies the new Office 2007 user interface and powerful new features of Word, Excel, PowerPoint, Access and Outlook. Hands-on exercises and applications provide a practical, effective approach to learning software skills. Comprehensive Instructor's materials include a full-color Teacher's Edition, exercise solutions in print and on CD, visual aids for classroom presentation and extensive assessments.***

***Step-by-step concepts, exercises, keystrokes, and applications enable the reader to learn the software quickly and easily. Beginner through expert level. Free color template on the back cover.***

***Learning Microsoft PowerPoint 2007***

***Learning Office 2007 Softcover Deluxe Edition***

***Learning Microsoft Office for Windows 95***

***An Integrated Approach***

***DDC Learning Microsoft Word 2002***

This manual provides readers at a variety of levels with a total-immersion, hands-on tutorial that walks them step by step, mouse-click by mouse-click, keystroke by keystroke through the various features of Access. The well-illustrated, spiral-bound manual contains easy-to-read, appealingly formatted procedural explanations and step-by-step exercises in a multi-part Lesson format. Real-world, on-the-job scenarios make the content immediately relevant. An accompanying CD-ROM includes data files and Computer Literacy Basics. Working with Tables and Datasheets. Simplifying Data Entry with Lookups and Forms. Find Information in a Database. Display Information with Reports. Integrate Access with Other Programs. Advanced Table and Form Design. Working with Advanced Queries. Advanced Calculations. Automating Access. For anyone wanting to develop skill in using Access.

A DDC Title Designed for students at a variety of skill levels, each manual in the DDC Publishing series provides students with a total-immersion, hands-on tutorial that walks them step by step, mouse-click by mouse-click, keystroke by keystroke through basic and intermediate and often advanced features of an applications program. Each well-illustrated, spiral-bound manual contains easy-to-read, appealingly formatted procedural explanations and step-by-step exercises in either a multi-part Lesson format or a Notes/Exercise format.

'Learning Microsoft® Office Publisher 2007' simplifies the new Office 2007 user interface and powerful new features of Publisher. Hands-on exercises and applications provide a practical, effective approach to learning software skills.

Learning Microsoft Office Excel 2007

Learning Microsoft Office, Professional Version

Learning Microsoft Windows XP

Learning Microsoft Office XP Advanced Skills

DDC Learning Microsoft FrontPage 2002

Written for use with Microsoft's newest spreadsheet package and also a component of Office 97, this book features step-by-step concepts, exercises, keystrokes and applications that enable readers to learn Microsoft Excel 97 easily and quickly. The CD-ROM includes data files, a multimedia tutorial on browsing, and Internet simulations. Unique hardcover spiral allows the

title to be displayed on the spine.

Appropriate for all advanced level courses in Microsoft Office 2003. Learning Microsoft Office 2003 Advanced Skills: An Integrated Approach is a total-immersion, hands-on tutorial that teaches students how to use Microsoft Office as an integrated suite, not merely a set of disconnected applications. This approach will enable students to perform complex real-world tasks far more effectively. The author walks students step by step, mouse-click by mouse-click, keystroke by keystroke through each of Microsoft Office 2003's most important integration features and applications. They begin with an overview of integration in Microsoft Office 2003, covering basic skills such as moving data between applications and creating hyperlinks that connect Microsoft Office documents to Internet sites. Through hands-on exercises, they show how to create PowerPoint presentations from Word outlines; embed Excel charts in Word reports; use Outlook contact lists to generate mailing labels for Word mail merges; publish Word reports based on Access queries; and link Excel charts to PowerPoint slides. Next, they move on to specific productivity tasks that benefit from Office integration: for example, generating directories with Word and Access, and linking Excel worksheet data to a Word form letter. The book includes detailed coverage of Web page and Internet integration, ranging from delivering presentations on the Web to creating entire Web sites with Word. A final section presents complex projects that walk users through using multiple Office applications together. 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 proficiency.

This manual focuses on the techniques and strategies for integrating the various Office applications. It provides readers with a total-immersion, hands-on tutorial that walks them step by step, mouse-click by mouse-click, keystroke by keystroke from survival-level integration skills through various more sophisticated integrations—productivity integration, power integration, Web page integration, Internet integration. In the final lesson, readers put it all together in a comprehensive project using Word, PowerPoint, Access, Excel, Outlook, FrontPage, and the Internet. The well-illustrated, spiral-bound manual contains easy-to-read, appealingly formatted procedural explanations and step-by-step exercises in a multi-part Lesson format. Real-life, on-the-job scenarios make content immediately relevant. An accompanying CD-ROM contains data files and Internet simulations. Survival Skill Integration. Productivity Integration. Power Integration. Web Page Integration. Internet Integration. Putting It Together. For anyone who wants to develop skill in integrating the components of Office XP.

Learning Series Ddc: Learning Microsoft Office Package

Learning Microsoft Excel 97

Learning Series (DDC)

DDC Learning Microsoft Office XP Advanced Skills

Learning Microsoft Works 4 for Windows 95

DDC's original Learning Series now comes in a hardcover format, featuring a spiral-bound, lay-flat cover for ease of use. Step-by-step concepts, exercises, keystrokes, mouse commands, and applications allow users to learn Windows 95 quickly and easily. Beginner through expert level. Color template on back

cover.

**Key Benefit:** DDC Learning Microsoft Office PowerPoint 2007 simplifies the new Office 2007 user interface and powerful new features of PowerPoint. Hands-on exercises and applications provide a practical, effective approach to learning software skills. **Key Topics:** Covers the features of the application, step-by-step, including expanded coverage of graphics and integration with other Office applications, as well as all Microsoft Certified Application Specialist objectives. **Market:** For anyone looking to learn MS Office PowerPoint.

For introductory computer literacy courses with coverage of IC3 exam objectives. Brief and modular lessons teach essential information in context. Text is divided into three parts, following the IC3 standards: Computing Fundamentals, Key Applications, and Living Online. Hands-on activities reinforce the skills being introduced.

DDC Learning Microsoft Office XP

Learning Microsoft Office 2003 Deluxe

DDC Learning to Create a Web Page with Microsoft Office XP  
Word, Excel, PowerPoint, Access

Learning Microsoft Publisher 2007 Test Binder

Learning Computer Literacy with Microsoft Office 2003 Prentice Hall

This total-immersion manual shows readers at a variety of skill levels how to use basic skills in applications such as Word, PowerPoint, Excel, and Access to create and publish lively and attractive Web pages. It provides a hands-on tutorial that walks them step by step, mouse-click by mouse-click, keystroke by keystroke through each stage of the Web page development process. The well-illustrated, spiral-bound manual contains easy-to-read, appealingly formatted procedural explanations and step-by-step exercises in a Notes/Exercise format. An accompanying CD-ROM contains data files and a Web page album with 50 sample quality Web pages. Create a Web Page with Word 2002. Create a Web Page with PowerPoint 2002. Create a Web Page with Excel 2002. Create a Web Page with Access 2002. For anyone who want to develop skill in using various Microsoft Office applications (Word, PowerPoint, Excel, and Access) to create Web pages.

Appropriate for all introductory-to-intermediate level courses in Microsoft Office PowerPoint 2003. Designed for students at a wide variety of skill levels, Learning Microsoft Office PowerPoint 2003 provides a total-immersion, hands-on tutorial that walks students step by step, mouse-click by mouse-click, keystroke by keystroke through each of PowerPoint 2003's most important features. 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 PowerPoint 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 proficiency. Each lesson ends with additional Critical Thinking exercises that call upon students to rely on the skills they've learned. Coverage in this edition includes: creating, saving, and printing presentations; modifying text and enhancing slides; working

with slide objects; enhancing slides with graphics; working with slide shows; and delivering presentations via the Web.

Tests for Learning Office 97 for Windows 95

Learning Microsoft Word 97

Learning Microsoft Windows 98

Learning Microsoft Office 97

Learning

**Key Benefit:**DDC Learning Microsoft Office Excel 2007simplifies the new Office 2007 user interface and powerful new features of Excel. Hands-on exercises and applications provide a practical, effective approach to learning software skills.

**Key Topics:** Covers the features of the application, step-by-step, including expanded coverage of graphics and integration with other Office applications, as well as all Microsoft Certified Application Specialist objectives. **Market:** For anyone looking to learn MS Office Excel.

Aimed at beginner though expert levels of expertise, this unique hardcover format reference offers step-by-step concepts, exercises, keystrokes, mouse commands, and applications that enable users to learn Word 4 for Windows 95 quickly and easily. Free color template on back cover.

**Key Benefit:**DDC Learning Microsoft Office Word 2007simplifies the new Office 2007 user interface and powerful new features of Word. Hands-on exercises and applications provide a practical, effective approach to learning software skills.

**Key Topics:** Covers the features of the application, step-by-step, including expanded coverage of graphics and integration with other Office applications, as well as all Microsoft Certified Application Specialist objectives. **Market:** For anyone looking to learn MS Office Word.

Learning Microsoft Office PowerPoint 2003

Learning Microsoft Word Binder Test