

Microsoft Official Academic Course Microsoft Office Outlook 2003

Inlused and informed by in-depth knowledge from the creators of Microsoft Project and Windows, this unique book features a task-based approach which includes step-by-step exercises and three levels of increasingly rigorous lesson-ending activities. --

This is the Lab Manual to accompany 70-698: Installing & Configuring Windows 10 exam. Students pursuing a Microsoft Certified Solutions Associate (MCSA) for Windows 10 will need to start with this 70-698: Installing & Configuring Windows 10 exam. Often referred to as the Help Desk course, this exam provides students with the essentials needed for a career in Information Technology in a corporate environment. Exam 70-698 is the first exam required to earn the Windows 10 MCSA credential, and a primary course in most Help Desk Technician curricula. This text is comparable to exam 70-687 for Windows 8.1 or 70-680 for Windows 7. This exam covers local installation, configuration of core local services, and the general local management and maintenance of Windows 10. Although the focus is primarily on local scenarios, enterprise scenarios are also included, where applicable. Some cloud-integrated services are covered where appropriate, such as with Microsoft Passport. Microsoft Official Academic Course (MOAC) textbooks are designed for instructor-led classroom courses; the optional MOAC Labs Online facilitate hands-on labs from any location, locally or remotely. Available as an ebook with optional MOAC Labs Online or Lab Manual.

Easy to follow, step-by-step lessons enable students to quickly and efficiently learn the features of Microsoft FrontPage 2002 and FrontPage 2003 and how to use them at home and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. A complete instructor support program is available with the text.

Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft Project 2002 and Project 2003 and how to use them at home and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. A complete instructor support program is available with the text.

Microsoft Office 2003

Exam 98-349 MTA Windows Operating System Fundamentals

Microsoft Office Access 2003

Microsoft Office Excel 2003 Core Skills

Microsoft Official Academic Course

This Microsoft Project 2013 book is the only Microsoft Official Academic Course (MOAC) textbook. This series includes a complete classroom instructional program. This Project 2013 text is designed to re-enforce workforce skills. With this book students learn to manage project resources, task assignments and scheduling. They will also learn about the integration and tracking of multiple projects and programs. Skills mastery of Project 2013 can help students with classwork and differentiate job hunters in todays competitive job market.

Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft Outlook 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Outlook 2003 examination. A complete instructor support program is available with the text.

A complete program of textbook, lab manual, and software, this Microsoft Official Academic Course provides everything students need to build the knowledge and skills necessary to support end users and computers running the Windows XP operating system. In addition, this textbook will help students to prepare for the Microsoft Certified Desktop Support Technician examination 70-271: Supporting Users and Troubleshooting a Microsoft Windows XP Operating System. The Microsoft Certified Desktop Support Technician is a new two exam credential available from Microsoft Learning. The certification is directed at the skills needed for working in a variety of environments, including corporate environments as well as support for home users via phone support, remote support, and retail counter support. A complete set of instructor resources supports the book.

Fully updated for Windows Server 2012 R2! Prepare for Microsoft Exam 70-410 - and help demonstrate your real-world mastery of implementing and configuring core services in Windows Server 2012 R2. Designed for experienced IT professionals ready to advance their status, Exam Ref focuses on the critical thinking and decision making acumen needed for success at the MCSA level. Focus on the expertise measured by these objectives: Install and configure servers Configure server roles and features Configure Hyper-V Deploy and configure core network services Install and administer Active Directory Create and manage Group Policy This Microsoft Exam Ref: Organizes its coverage by exam objectives. Features strategic, what-if scenarios to challenge you.

Microsoft Office Frontpage 2002 And 2003

98-365: Windows Server Administration Fundamentals, B&N Renting e-Bk

Microsoft Office System 2007

Microsoft Official Academic Course - Microsoft Office Word 2003 Core Skills + Lab Manual

Exam 98-364 MTA Database Administration Fundamentals

Students who are beginning studies in technology need a strong foundation in the basics before moving on to more advanced technology courses and certification programs. The Microsoft Technology Associate (MTA) is a new and innovative certification track designed to provide a pathway for future success in technology courses and careers. The MTA program curriculum helps instructors teach and validate fundamental technology knowledge and provides students with a foundation for their careers as well as the confidence they need to succeed in advanced studies. Through the use of MOAC MTA titles you can help ensure your students future success in and out of the classroom. Database Administration Fundamentals covers introductory knowledge and skills including: relational databases; core database concepts; relational database concepts; security requirements for databases and the data stored in them; database objects – such as tables and views; graphical tools and T-SQL scripts; database queries; and stored procedures.

Easy to follow step by step lessons enable students to quickly and efficiently learn the intermediate features of Microsoft Excel 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Excel 2003 Expert examination. A complete instructor support program is available with the text.

Easy to follow step by step lessons enable students to quickly and efficiently learn the intermediate features of Microsoft Excel 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Excel 2003 Expert examination. A complete instructor support program is available with the text.

This Microsoft Excel 2013, Exam 77-420 book is the only Microsoft Official Academic Course (MOAC) textbook. This series includes a complete classroom instructional program. This Excel 2013 text is mapped to the Excel 2013 certification exam objectives and is designed to re-enforce workforce skills. With this book students learn to create and edit professional-looking spreadsheets for a variety of purposes and situations. It also covers such skills as charting, creating analytical, financial reports, data entry, developing budgets, formatting numerical (financial, statistical, etc.) reports, creating forms, graphing, processing data, reporting, technical support, trending and much more. The Microsoft Official Academic Course (MOAC) Office series also offers OfficeGrader. This valuable tool corrects your students tasked-based assignments. Students work on real-world problems like the ones they will encounter in the workforce ensuring they are ready for real professional challenges. OfficeGrader allows for efficient and consistent grading saving time for other important teaching activities. Grading is easier than ever allowing faster assignment turnaround to students. Excel 2013 certification can help students with classwork and differentiate job hunters in todays competitive job market. Students who have earned certification can broaden their employment opportunities in such fields as accounting, office administration, consulting, as executives and managers, help desk personnel, instructors/trainers, program/project managers, and sales careers.

Microsoft Office Word 2003 Core Skills

Exam 98-366

Exam 70-411 Administering Windows Server 2012

Exam Ref 70-410 Installing and Configuring Windows Server 2012 R2 (MCSA)

77-424 Microsoft Access 2013

Microsoft Windows Server is a multi-purpose server designed to increase reliability and flexibility of a network infrastructure. Windows Server is the paramount tool used by enterprises in their datacenter and desktop strategy. The most recent versions of Windows Server also provide both server and client virtualization. Its ubiquity in the enterprise results in the need for networking professionals who know how to plan, design, implement, operate, and troubleshoot networks relying on Windows Server. Microsoft Learning offers a comprehensive Server Certification program with exams covering the new version of the software, Windows Server 2012. The exams and certification path change significantly from the previous version of Windows Server. This provides an opportunity for the MS line to capitalize on the dual disruption of brand-new software and brand-new certifications.

The Microsoft Official Academic Course (MOAC) textbook for Project 2016 is designed to help develop and reinforce common workforce skills within today's competitive job markets. With this textbook students learn to establish and navigate through project resources like establishing and adjusting resource pay rates and working times. Task assignments include assigning work resources and assignments to tasks; allowing certain actions to tag and change Project's scheduling behaviors. Scheduling refinements and different task types and the effects of the work formulas. Students will be able to understand how to utilize the task information dialog box to change a task type. This edition also covers project reporting, integrating Microsoft Project with other programs, and managing multiple projects at once. Skills mastery of Project 2016 can help students with casework and differentiate job hunters in today's competitive job market.

Easy to follow, step-by-step lessons enable students to quickly and efficiently learn the features of Microsoft PowerPoint 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist PowerPoint 2003 Expert examination. A complete instructor support program is available with the text.

Microsoft Official Academic CourseMicrosoft Office PowerPoint 2003Microsoft Professional

Microsoft official academic course: Microsoft Office PowerPoint 2003

70-271 Microsoft Official Academic Course

Microsoft Office FrontPage 2002 and 2003

Microsoft Official Academic Course - Microsoft Office Powerpoint 2003

Microsoft Official Academic Course - Microsoft Word 2003 Expert Skills

This Microsoft Access 2013, Exam 77-424 is the only Microsoft Official Academic Course (MOAC) textbook. This series includes a complete classroom instructional program. This Access 2013 text is mapped to the Access 2013 certification exam objectives and is designed to re-enforce workforce skills. With this book students learn to create and manage a database, build tables and forms, create and manage queries, design reports and much more. The Microsoft Official Academic Course (MOAC) Office series also offers OfficeGrader. This valuable tool corrects your students' tasked-based assignments. Students work on real-world problems like the ones they will encounter in the workforce ensuring they are ready for real professional challenges. OfficeGrader allows for efficient and consistent grading saving time for other important teaching activities. Grading is easier than ever allowing faster assignment turnaround to students. Access 2013 certification can help students with classwork and differentiate job hunters in today's competitive job market. Students who have earned certification can broaden their employment opportunities in such fields as a support professional, trainer, teacher, professor, database user, or database creator who needs to create or maintain a basic Access database. Students will also understand how to construct and modify basic relationships among database entities and instruct others in basic Access functionality and usage.

Easy to follow, step-by-step lessons enable students to quickly and efficiently learn the features of Microsoft Access 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Access 2003 examination. A complete instructor support program is available with the text.

Easy to follow, step-by-step lessons enable students to quickly and efficiently learn the features of Microsoft Word 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Word Core examination. A complete instructor support program is available with the text.

Students who are beginning studies in technology need a strong foundation in the basics before moving on to more advanced technology courses and certification programs. The Microsoft Technology Associate (MTA) is a new and innovative certification track designed to provide a pathway for future success in technology courses and careers. The MTA program curriculum helps instructors teach and validate fundamental technology concepts and provides students with a foundation for their careers as well as the confidence they need to succeed in advanced studies. Through the use of MOAC MTA titles you can help ensure your students future success in and out of the classroom. This text covers the fundamentals of local area networking, defining networks with the OSI Model and understanding wired and wireless networks. In addition it includes understanding Internet Protocol, implementing TCP/IP and working with networking services. Your students will better understand wide area networks along with defining network infrastructures and network security.

70-412 Configuring Advanced Windows Server 2012 Services R2 Lab Manual

70-698 Installing and Configuring Windows 10 Lab Manual

Installing and Configuring Windows Server 2012 R2

With Lab Manual

Supporting Users and Troubleshooting a Microsoft Windows XP Operating System Package

This is the print lab manual adjacent to the 70-412 Configuring Advanced Windows Server 2012 R2 Services textbook. 70-412 Configuring Advanced Windows Server 2012 R2 Services covers the third of three exams required for Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 certification. This course will help validate the skills and knowledge necessary to administer a Windows Server 2012 Infrastructure in an enterprise environment. The three MCSA exams collectively validate the skills and knowledge necessary to administer a Windows Server 2012 environment. This Microsoft Official Academic Course is mapped to the 70-412 Configuring Advanced Windows Server 2012 Services exam skills, including the recent R2 objectives. This textbook focuses on real skills for real jobs and prepares students to prove mastery of Advanced Windows Server 2012 Services such as advanced configuring tasks necessary to deploy, manage, and maintain a Windows Server 2012 infrastructure. It covers such skills as fault tolerance, certification, and backup.

Implementing Advanced Network Services • Implementing Advanced File Services • Implementing Dynamic Access Control • Implementing Network Load Balancing • Implementing Failover Clustering • Implementing Disaster Recovery • Implementing Active Directory Certificate Services (AD CS) • Implementing Active Directory Federation Services (AD FS) The MOAC IT Professional series is the Official from Microsoft, turn-key Workforce training program that leads to professional certification and was authored for college instructors. The program is designed to provide a pathway for future success in technology courses and careers. The MTA program curriculum helps instructors teach and validate fundamental technology concepts and provides students with a foundation for their careers as well as the confidence they need to succeed in advanced studies. Through the use of MOAC MTA titles you can help ensure your students future success in and out of the classroom. Server fundamentals such as managing Windows Servers (including virtualization) and storage, along with monitoring and troubleshooting servers are included. It also covers such topics as essential naming, directory, and print services. Students also learn of popular Windows Network Services and Applications.

Task based approach to learning software uses, features, and commands Project Software available free with DreamSpark Premium license for the department available upon adoption

Easy to follow, step-by-step lessons enable students to quickly and efficiently learn the features of Microsoft Word 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Word 2003 Expert examination. A complete instructor support program is available with the text.

Microsoft Office System 2003 Edition

Microsoft Project 2013

Microsoft Official Academic Course - Microsoft Frontpage 2002 And 2003

Project 2002 and 2003

77-422 Microsoft PowerPoint 2013

Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft Access 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Access 2003 examination. A complete instructor support program is available with the text.

The Microsoft Technology Associate certification (MTA) curriculum helps instructors teach and validate fundamental technology concepts with a foundation for sudents' careers as well as the confidence they need to succeed in advanced studies. Through the use of MOAC MTA titles you can help ensure your students future success in and out of the classroom. This MTA text covers the following Windows Operating System vital fundamental skills: • Understanding Operating System Configurations • Installing and Upgrading Client Systems • Managing Applications, Managing Files and Folders • Managing Devices • Understanding Operating System Maintenance. Click here to learn more about Microsoft Technology Associate, (MTA) a new and innovative certification track designed to provide a pathway for future success in technology courses and careers.

This Microsoft PowerPoint 2013, Exam 77-422 is the only Microsoft Official Academic Course (MOAC) textbook. This series includes a complete classroom instructional program. The PowerPoint 2013 text is mapped to the PowerPoint 2013 certification exam objectives and is designed to re-enforce workforce skills. With this book students learn to create complex slide shows such as product plans, reports, and marketing materials. Students will learn how to create slide shows based on custom templates generated by others and reuse slides. They will master the creation of slides that include sophisticated data presented in visual formats. They will know how to pause and move back and forth in slide shows, jump to specific slides, drill down to supporting data, mark up slides and much more. PowerPoint 2013 certification can help students with classwork and differentiate job hunters in today's competitive job market. The Microsoft Official Academic Course (MOAC) Office series also offers OfficeGrader. This valuable tool corrects your students' tasked-based assignments. Students work on real-world problems like the ones they will encounter in the workforce ensuring they are ready for real professional challenges. OfficeGrader allows for efficient and consistent grading saving time for other important teaching activities. Grading is easier than ever allowing faster assignment turnaround to students.

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Microsoft Office PowerPoint 2003

MTA Networking Fundamentals

Microsoft Official Academic Course - Microsoft Office Access 2003

Microsoft Official Academic Course - Microsoft Office Outlook 2003

Installing, Configuring, and Administering Microsoft Windows XP Professional

Easy to follow, step-by-step lessons enable students to quickly and efficiently learn the features of Microsoft Outlook 2003 and how to use them at school, at home, and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. Included with the book is a 180-day trial version of Microsoft Office Professional 2003 and dynamic interactive tutorials from the Microsoft eLearning Library. Skills covered in the book correspond to the objectives tested on the Microsoft Office Specialist Outlook 2003 examination. A complete instructor support program is available with the text.

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Official Microsoft Learning textbook designed for the academic classroom.

The Microsoft Official Academic Course program is the official instruction package for Microsoft Programs in higher education. These learning products are created specifically for the academic market and combine the software expertise, business world focus, and market research of Microsoft with 200 years of market leading higher education publishing from Wiley. The program is based upon the same curriculum as are Microsoft IT Certifications, building the skills students need to succeed at work and preparing them to validate those skills through professional certification, giving them their best chance to land the jobs they seek. All the support instructors need to deliver great courses on Microsoft software is in the program. Wiley Faculty Network seminars will bring you the latest information on new products and curriculums and are a part of the program. The Microsoft Official Academic Course program is a great way for instructors to get ready to teach.

Project 2016

Microsoft Office Word 2003 Expert Skills

Microsoft Project 2010

Supporting Users and Troubleshooting a Microsoft Windows XP Operating System