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Series Editor **Mary Anne Poatsy**
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Exploring Getting Started With Microsoft Office

Robert T. Grauer, Maryann Barber



Exploring Getting Started With Microsoft Office:

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Getting Started with Microsoft Office 2003 Marianne Fox, Lawrence C. Metzelaar, Keith Mulbery, Linda Bird, Pamela R. Toliver, 2004 Backed with over 20 years of writing teaching and professional experience with electronic spreadsheets the authors have perfected the format and presentation of Microsoft applications material to suit every type of learning style Comprehensive information for users at various levels of experience hands on exercises and a flexible binding make this a must have series for applications essentials Areas covered include tours of Word Excel Access and PowerPoint For training professionals *Exploring Microsoft Office Brief* Robert T. Grauer, Maryann Barber, 2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems *Exploring* Gretchen Marx, 2002-05 This book helps users of Outlook 2002 gain an understanding of and proficiency in its various tools and uses Chapter topics include an introduction to Outlook itself the Outlook calendar and e mail Market For Outlook 2002 users *Exploring Microsoft Office Word 2003 Comprehensive- Adhesive Bound* Robert T. Grauer, Maryann M. Barber, 2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the Skills of Office 2003 With the hands on approach and conceptual framework students will master the skills and apply them in their personal and professional lives Exploring Robert R. Grauer, Maryann Barber, 2003-12 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems Getting Started with the Online Experience Robert T. Grauer, Robert McCloud, Keith Mulbery, 2008 The Exploring series helps students master the How and Why of performing tasks in Office to gain a greater understanding of how to use the individual applications together to solve business problems Exploring titles feature Perfect pages where every step of every hands on exercise as well as every end of chapter problem begins on a new page and has its own screen shot to make it easier to follow Each chapter contains Hands on Exercises Capstone Exercises and Mini Cases for practicing and reviewing skills acquired Ideal for students and individuals seeking a comprehensive introduction to computer concepts for Microsoft Office 2007 Exploring Microsoft Office 2003 Robert T. Grauer, Maryann

Barber,2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems *Getting Started with Microsoft Windows 10* Mary Anne Poatsy,Robert Grauer,2015-10-07 This is a one chapter book that gives a brief accelerated overview of Windows 10 Move students beyond the point and click The goal of the Exploring series is to move students beyond the point and click to understanding the why and how behind each Microsoft Office skill The yellow page white page approach of the series identifies the hands on work that teaches how to use Office yellow pages and the concepts and theories of why one would use certain Office skills white pages This combination provides students with an opportunity to critically think about what they are doing while completing projects providing a deeper understanding of the skills and applications Students first learn the skills in Hands On Exercises then are asked to test their knowledge through a series of Practice Mid Level Beyond the Classroom and Capstone Exercises The Exploring series works hand in hand with MyITLab with book specific content in both simulations Hands On Exercises and grader projects Mid Level Exercises Capstone Exercises allowing for automatic grading immediate feedback and valuable reporting to help students truly learn the Microsoft Office application content Windows 10 is a new approach to operating systems for the more mobile world we live in With Windows 10 apps services and content move across devices seamlessly and updates will be delivered regularly There are a variety of enhancements from Windows 10 and there are significant changes from Windows 7 Since students are likely familiar with past versions the accelerated pace of the Exploring series gives students a deeper skillset than they had before Also available with MyITLab MyITLab is an online homework tutorial and assessment program designed for Information Technology IT courses to engage students and improve results HTML5 Simulation exercises and Live in Application Grader projects come with the convenience of auto grading and instant feedback helping students learn more quickly and effectively MyITLab builds the critical skills needed for college and career success Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies keeping them motivated and focused on their future careers Exploring Microsoft Access 2002 Comprehensive Robert T. Grauer,Maryann Barber,2001-07 The most complete coverage of the Office XP curriculum available so you can go beyond the basics and get certified When learning how to use Office XP just isn t enough Exploring Office XP by Grauer and Barber teaches you when and why to perform tasks in XP Grauer and Barber s text is a superior Office XP reference tool for you to use in class on personal projects or on the job Hands on exercises in each chapter Step by step in chapter reviews of the topics covered New integrated exercises Practice using multiple applications together In text boxes Get tips on pitfalls and shortcuts to make using Office XP easier www prenhall com grauer Your on line resource to Explore Microsoft R Office XP Use the interactive study guide Use the student data files Use the on line exercises **Exploring Microsoft Office 2003 Enhanced Edition- Adhesive** Robert T.

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