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Microsoft Office Publisher
2003: Illustrated Introductory
(Illustrated (Thompson
Learning))

Appropriate for all introductory-to-intermediate level courses in Microsoft Office Publisher 2003. Designed for students at a wide variety of skill levels, Learning Microsoft Office Publisher 2003 provides a total-immersion, hands-on tutorial that walks students step by step, mouse-click by mouse-click, keystroke by

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keystroke through each of Publisher 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 Publisher 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

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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: getting started with Publisher; changing designs and layouts; working with fonts, styles, pictures, and WordArt; and more. Coverage also includes: creating a wide range of publications, ranging from fliers and

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newsletters to greeting cards and envelopes; as well as
both Web and e-mail content.

The visual and flexible way to learn Microsoft
PowerPoint skills.

Updated version including an in-depth look at the new
features of Microsoft Office 2003 applications with
more challenging tasks and exercises.

Part of the Illustrated series, this text offers a visual,
flexible way to build and publish Web sites using
Microsoft FrontPage 2003.

Updated textbook for Microsoft Office 2003 includes
coverage of the new features in Word, Excel, Access,

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and PowerPoint. It contains three Portfolio Project Sections, Advanced Challenge Exercises and higher level tasks.

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[Adobe Photoshop Elements 3.0, Illustrated](#)

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[Introductory, 1 Of 2](#)

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Microsoft Office Publisher 2003 Course Technology
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Help users master computer skills quickly and easily with this colorful, highly-visual Illustrated Course Guide for PowerPoint 2003. Lessons are presented in an easy-to-follow 2-page spread that introduces step-by-step instructions on the left page and large screenshots and illustrations on the right. This signature, streamlined approach allows continuing education students learn quickly, while also serving as an excellent reference tool.

Help users master computer skills quickly and easily

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with this colorful, highly-visual Illustrated Course Guide for Excel 2003. Lessons are presented in an easy-to-follow 2-page spread that introduces step-by-step instructions on the left page and large screenshots and illustrations on the right. This signature, streamlined approach allows continuing education students learn quickly, while also serving as an excellent reference tool.

Part of the Illustrated series, this text offers a visual, flexible way to build Microsoft Word 2003 skills.

Part of the Illustrated series, this text offers a visual, flexible way to build Microsoft Access 2003 skills.

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[Microsoft Office Excel 2003 Basic](#)

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[Microsoft Office Publisher 2003, Illustrated
Introductory + Microsoft Office Powerpoint 2003,
Illustrated Introductory Coursecard Edition +](#)

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Courseguide](#)

[Illustrated, Coursecard Edition, Introductory
Illustrated Introductory](#)

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[Microsoft FrontPage 2003 - Illustrated Introductory Microsoft Office 2003](#)

With the Illustrated Series' signature, two-page spread format, presenting lessons in a clean, easy-to follow layout, this text covers the fundamental concepts of Adobe Photoshop Elements 3.0. It teaches readers to improve, transform, and manage their digital photographs for print, email and Web distribution.

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.

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An introduction to the Microsoft Office 2003 suite describes the latest features and functions of the various applications--Word, Excel, Access, PowerPoint, Exchange, FrontPage and Publisher.

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.

With clear, step-by-step directions and practice files, Microsoft Office XP Step by Step offers complete coverage of this best selling productivity suite. The easy to follow lessons enable students to quickly and efficiently learn how to use each of the

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major Office XP applications. A CD included in the book contains practice files tightly integrated with the book's lessons, plus movie-style demonstrations of key procedures

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[Elements of Design](#)

Easy Microsoft FrontPage 2003 takes the work out of learning Microsoft FrontPage 2003 by using short, easy-to-follow lessons that show you how to accomplish basic tasks quickly and efficiently! It is the perfect book for beginners who want to learn to use FrontPage 2003 through a visual, full-color approach. More than 100 hands-on lessons are designed to teach the easiest, fastest, or most direct way to accomplish common tasks. The book is suited for new FrontPage users, as well as

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those upgrading from an earlier version. Updated version for Microsoft Office 2003 including the new features in Word, Excel, Access, and PowerPoint with additional challenging exercises and higher level tasks.

This lavishly illustrated, straight-to-the-point book provides a unique guide to Microsoft Office Publisher 2003. Key topics are covered in a simple, logical sequence using a concise plain English format to help you make practical use of the software quickly. In addition, smart

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hints, tips and insights about using the software in real world situations are featured throughout the book. Topics covered include: Publisher basics; how Publisher 2003 has two modes: web and print; working with text and font styles; pictures and tables; creating mail and catalog merges; desktop and commercial color printing; creating plain and ornate web pages; adding sound and video to a web page; creating web page forms; previewing and publishing a website and much more. Covers all the new features of Microsoft

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FrontPage 2003 such as "testing" Web designs, side-by-side coding and coding multiple Web browsers, the enhanced layout and graphics tools, and more! Students will learn everything from basic skills such as creating Web pages, tables and forms, to more advanced skills like integrating a database with a Web site. Enhance your course with numerous new features in Microsoft Office 2003-Illustrated Introductory, Second Edition. This new edition is designed to give students a fuller introduction to

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*Office skills with a new chapter on
Essential Computer Concepts and new
reinforcement material to keep your course
lively and current.*

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Easy Microsoft Office Access 2003 takes the work out of learning this powerful database by using short, easy-to-follow lessons that show you how to accomplish basic tasks quickly and efficiently! It is the perfect book for beginners who want to learn Microsoft's database application through a visual, full-color approach. More than 100 hands-on lessons are designed to teach the easiest, fastest, or most direct way to accomplish common Access tasks. The book is suited for new Access users, as well as those upgrading from an earlier version.

Part of the Illustrated series, this text offers a visual,

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flexible way to build Microsoft Excel 2003 skills.

Part of the Illustrated series, this text offers a visual, flexible way to build Microsoft Access 2003 skills. Basic to advanced topics are presented in a clean, easy-to-follow layout that combines action steps on the left-hand page and colorful, large illustrations on the right. With this succinct approach, students learn by following the clear instructions provided while allowing freedom in exploration within Access 2003.

Provides an introduction to Microsoft Excel, covering such topics as managing workbooks, editing worksheets, formatting data, adding graphics, working with charts, using formulas and functions, and using Web features.

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