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Word 2002: Core & Expert, A Professional Approach, Student Edition with CD-ROM Deborah Hinkle, 2002-05-29 Word 2002 Core Expert from Glencoe's Professional Approach Series provides students with real world context for learning software applications. Numerous screen shots and displays of toolbar buttons aid instruction. Numerous exercises and applications reinforce every skill taught. Word 2002 Core Expert presents exercises in real life business situations so students get hands on experience working on actual projects the best way to prepare them for the on the job challenges they'll face. A comprehensive instructional package allows instructors to tailor the program to teaching styles, lab needs, student objectives and student learning styles. **Word 2003 on Your Side** ENI Publishing, 2004-04 *Microsoft Access Version 2002 Step by Step*, 2003 **Outlook 2003** Collectif, 2004 Toutes les fonctions de Outlook sont regroupées par thème illustrées et commentées pour améliorer la productivité lors de l'utilisation de ce logiciel de messagerie dans son travail quotidien.

Outlook 2002 McGraw-Hill Education, Thomas Cain, 1999-07 This book is written to help you master Microsoft Outlook for Windows. The text takes you step by step through the Outlook features that you're likely to use in both your personal and business life. Pref **Excel 2002: Core, Annotated Instructor Edition with CD-ROM** Hinkle, Kathleen Stewart, 2001-11

Powerpoint 2003, 2004 Guide d'autoformation au logiciel de conception de présentations multimédias. Des exercices guidés pas pas accompagnés de copies d'écran de mauvaise qualité couvrent toutes les étapes de la conception d'une présentation depuis l'utilisation ou la création d'un modèle de conception jusqu'à l'impression ou la diffusion sur le Web. SDM *Microsoft Windows XP Professional Step by Step Courseware Core Skills* Microsoft Corporation, 2003 Step by Step Courseware helps students master Microsoft Office applications. Clearly stated learning objectives, a wealth of task oriented procedures and numerous real world business scenarios guide students in understanding and applying Microsoft Office technology in school, at home and on the job. Step by Step Courseware also features interactive multimedia simulations drawn from the Microsoft e Learning Library. MELL, a task based approach developed and refined at Microsoft that offers lessons based on tasks that students will encounter in the workplace and preparation for Microsoft Office Specialist Certification Exam. *Forthcoming Books* Rose Arny, 2002

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