

## Microsoft Word Introductory Gary Shelly

Shelly Cashman's Computer Concepts and Microsoft Office texts combine for a course teaching concepts and application software using Microsoft Office. The total teaching and learning system provides you with a wealth of supplements to ensure a successful teaching experience.

Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2007, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition you'll find exciting videos, which correlate to the Table of Contents and mirror the step-by-step pedagogy of the Microsoft Office 2007: Brief Concepts and Techniques text to reinforce the skills taught in each chapter. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2007, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In Microsoft Word 2007: Introductory Concepts and Techniques you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now

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encourages students to expand their understanding of the Word 2007 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents.

Accompanying mini-CD-ROM contains a trial version of TOM (Training online manager) a hand-on tutorials for Microsoft Windows 2000 and XP.

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Part of the highly successful Shelly Cashman series, this workbook is intended as a supplement to the market-leading Microsoft Office 2000 Introductory Concepts and Techniques book. A variety of activities are presented in an easy-to-follow format that helps readers recall,

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review, and master Office 2000 skills. This text includes coverage of Word 2000, Excel 2000, Access 2000, PowerPoint 2000, Outlook 2000, emphasis on Office 2000 Help, as well as publishing Web pages, use of hyperlinks, and Web queries.

For the past three decades, the Shelly Cashman Series has effectively introduced computers to millions of students - consistently providing the highest quality, most up-to-date, and innovative materials in computer education. We are proud of the fact that our series of Microsoft Office 4.3, Microsoft Office 95, Microsoft Office 97, Microsoft Office 2000, and Microsoft Office XP textbooks have been the most widely used books in computer education. With each new edition of our Office books, we have made significant improvements based on software changes and comments made by both instructors and students. Our Microsoft Office 2003 books continue with the innovation, quality, and reliability that you have come to expect from the Shelly Cashman Series. Students are guided through the latest trends in computer concepts and technology in an exciting and easy-to-follow format. Updated for currency, **DISCOVERING COMPUTERS: INTRODUCTORY** provides s the most up-to-date information on the latest technology in today's digital world.

Introduce your students to the new generation of Microsoft Office for Mac with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2011 for Mac, we're continuing our history of innovation by enhancing our proven

pedagogy to reflect the learning styles of today's students. In Microsoft Office 2011 for Mac: Introductory you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2011 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Part of the highly successful Shelly Cashman Series, Microsoft Word 2002 Introductory Concepts and Techniques provides step-by-step instructions accompanied by full-color screen shots, helping students learn basic Word skills quickly and easily. Part of the highly successful Shelly Cashman Series, this text offers a clear screen-by-screen, step-by-step approach to learning the fundamentals of Microsoft Office XP. Includes projects and exercises that take full advantage of the new features of Office XP.

Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2013, we're continuing our history of innovation by enhancing our proven

pedagogy to reflect the learning styles of today's students In Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition you'll find exciting videos, which correlate to the Table of Contents and mirror the step-by-step pedagogy of the Microsoft Office 2013 text to reinforce the skills taught in each chapter. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office 2010: Introductory, International Edition provides a project-based, step-by-step approach to teaching the Office 2010 applications.

Equip students with all the tools necessary to succeed in your classroom with this new edition. For the past three decades, the Shelly Cashman Series has effectively introduced computers to millions of students-consistently providing the highest quality, most up-to-date, and innovative materials in computer education. This new text employs the proven Shelly Cashman approach to learning, presents fundamental computer concepts in a clear writing style, and includes new Learn How To exercises, Web Research exercises, an on-line discussion forum, and new dynamic games on the Companion Web site. Engage your students with these useful tools and help them experience successful learning with the Shelly Cashman Series.

For the past three decades, the Shelly Cashman Series has successfully introduced computers to millions of students - consistently presenting the highest quality, most up-to-date, and innovative materials in computer education. Microsoft Office 2003: Introductory Concepts and Techniques, School Edition presents material using an easy-to-follow pedagogy that combines a vastly improved project-oriented, step-by-step approach with corresponding screens and

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numerous exercises at the end of each project.

Part of the highly successful Shelly Cashman Series, this text offers a clear step-by-step, screen-by-screen approach to learning Microsoft Word 2000. Covers beginning and advanced skills in six projects

Students are guided through the latest trends in computer concepts and technology in an exciting and easy-to-follow format. Updated for currency, ENHANCED DISCOVERING COMPUTERS, INTRODUCTORY: YOUR INTERACTIVE GUIDE TO THE DIGITAL WORLD, International Edition provides readers with the most up-to-date information on the latest technology in today's digital world.

[This book is] developed for an introductory personal computer applications course. No previous experience with a computer is assumed, and no mathematics beyond the high school freshman level is required. The objectives of this book are as follows: to teach the fundamentals of Microsoft Windows 3.1, Microsoft Office Manager, Microsoft Word 6, Microsoft Excel 5, Microsoft Access 2, Microsoft PowerPoint 4, and object linking and embedding (OLE); to acquaint the student with the proper way to solve personal computer application-type problems; to use practical problems to illustrate personal computer applications; to take advantage of the many new capabilities of word processing, spreadsheet creation, database development, and presentation graphics in a Windows environment; to develop integrated solutions to problems through the use [of] OLE. This textbook covers all essential aspects of Microsoft Windows, Microsoft Office Manager, the four application tools, and OLE.-Pref. Introduce your students to the new generation of Microsoft Office with the new

generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In MICROSOFT WORD 2010: INTRODUCTORY you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Word 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Part of the highly successful Shelly Cashman Series, this text provides coverage of basic and advanced Microsoft Word 2000 skills. Each project is explained using a clear, step-by-step, screen-by-screen approach that ensures the user stays on track

DISCOVERING COMPUTERS& MICROSOFT OFFICE 2010: A  
FUNDAMENTAL COMBINED APPROACH is designed to provide you with

everything you need for your Intro to Computers course in ONE book. This new offering from the Shelly Cashman Series combines the best selling Discovering Computers, computer concepts material with the step-by-step Microsoft Office 2010 applications content to provide you and your students with a single offering for your Intro to Computers course. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

For the past three decades, the Shell Cashman series has successfully introduced computers to millions of students--consistently presenting the highest quality, most up-to-date, and innovative materials in computer education. The series includes a wide range of titles, from computer concepts to applications, programming, systems analysis and design, networking, Web design, and the Internet. Shelly Cashman series Microsoft Office XP books present material using a pedagogy that combines a project-oriented, step-by-step approach with corresponding screens and numerous exercises at the end of each project. Microsoft Office WordIntroductory Concepts and TechniquesCourse Technology Ptr

For the past three decades, the Shelly Cashman Series has effectively introduced computers to millions of students - consistently providing the highest

quality, most up-to-date, and innovative materials in computer education. Enjoy the proven step-by-step style and improved Excel 2003 updates of the Shelly Cashman Series and enhance your Office application skills today!

The Learn By Series is a revolutionary new computer-based training course developed for use with the best-selling Shelly Cashman Series Office 2000 applications textbooks, or as a stand-alone learning tool. This unique, highly interactive computer-based training will ensure that students learn introductory Microsoft Word 2000 skills within a safe and robust simulation of the software.

Along with all the normal features of Microsoft Office, extra features in this book include: new Office XP input and output technologies, such as speech and handwriting recognition and speech playback, covered in detail ; Special Web Features show how to create Web pages from Office XP documents, workbooks, databases and presentation files ; new Learn It Online exercises, featuring practice tests, Flash Cards, and other learning games, reinforce Office XP concepts ; integration of the World Wide Web as a means of offering additional information, currency, and to underscore its importance as an easy to use repository of information ; quick Reference Summary shows how to perform tasks using the mouse, menu, shortcut menu and keyboard ; and much more.

Features of this book include: A step-by-step, screen-by-screen approach allowing students to successfully learn and retain information to be used in their personal and professional lives; New opening chapter presents Office 2010 and Windows 7 skills preventing coverage of basic skills in the applications chapters and providing students with a strong base for further learning;

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Expanded coverage of PowerPoint and Outlook provides a thorough introduction to these applications and gives exposure to the numerous enhancements made to Office 2010; Chapter topic redistribution offers concise chapters that ensure complete skill coverage and lead to more manageable chapters; New pedagogical elements enrich material and create an accessible and user-friendly approach allowing easy navigation through the skills in each chapter. - Back cover.

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