Computer Concepts Microsoft Office Illustrated

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presents eleven chapters and six special features that cover basic through intermediate computer concepts with an emphasis on the personal computer and its practical use including hardware software application and system software the

internet and world wide communications e commerce and computers in society

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this textbook continues the shelly cashman tradition of pedagogy with numerous features to enhance learning step by step screen instructions end of chapter exercises to encourage critical thinking and problem solving skills and experimental steps which encourage students to go beyond step by step instructions

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

this third edition from the shelly cashman series covers the same breadth but with less depth as discovering computers 2007 complete this title is ideal for a short course on computer concepts or in application software courses with the shelly cashman series project oriented step by step pedagogy and full color screenshots this book includes new exercises and tools on the online companion

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