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the i series leads the student through clear error free and unambiguous steps to accomplish tasks that produce a finished document work sheet or database table the approach is not simply results oriented teaching how to accomplish a task is not enough for complete understanding and mastery prior to introducing steps the authors discuss why each step is important and what roll all the steps play in the overall plan for creating a document workbook or database the i series applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing

this excellent task oriented guide does not waste words describing topics so users can solve their problems quickly and move on images to identify screen parts and definitions of key terms are located in one place at the book's beginning all tasks are cross referenced in the troubleshooting guide and are cross referenced to each other in the text the unique what to do if section is extremely advantageous should unexpected results occur

there's no doubt about it media exposure is great for business this book offers inside advice on how to attract media attention and how to profit from free publicity these low cost promotional strategies are aimed specifically at small business owners and entrepreneurs who have the ambition but not the budget includes tips on putting together a publicity planner preparing an effective media kit mastering the media interview effective writing skills implementing your publicity program successfully this updated and expanded edition features new chapters on holding a news conference and getting on radio talk shows where over one million interviews happen every year

microsoft office 97 from the glencoe visual series is an exciting visual learning experience that gives your students the tools they need for competence and confidence in the use of microsoft office it incorporates full color illustrations 3 d graphics and even an inviting character who introduces concepts to reach today's visually oriented students the text is accompanied by an applications workbook and a data disk containing templates so students can apply their skills as they learn them

step by step instructions for creating worksheets graphs a database and more are presented in this complete in depth reference

the annotated instructor's edition provides the point of instruction assistance you need to enrich your teaching with relevance and effectiveness it's designed to help you meet the diverse needs and learning styles of your students

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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

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