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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

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