

# Instructor's Resource Kit

for accompanying



Prepared by  
Judith A. Thompson

# Instructors Resource Kit To Accompany Microsoft Office 2000

**H. Albert Napier, Philip J. Judd, Ollie Rivers**



## **Instructors Resource Kit To Accompany Microsoft Office 2000:**

Instructor's Resource Kit to Accompany Microsoft Office 2000 Judith Scheeren, 2000 **Instructor's Resource Kit to Accompany Microsoft Office Professional for Windows 95** Sarah E. Hutchinson, 1996 *Interactive Computing Series* Laudon, 1999-11 **Instructor's Resource Kit Brief Edition to Accompany Microsoft Office 2000** Heidi Eaton, Integrating Office 2000 - Illustrated Brief Elizabeth Eisner Reding, David W. Beskeen, 2000-05-24 Part of the Illustrated Series this text offers a quick visual step by step approach for learning how to integrate Microsoft Office 2000 applications Integrating and Extending Microsoft Office XP Sarah E. Hutchinson-Clifford, Glen J. Coulthard, 2001-08 The Advantage Series presents the Feature Method Practice approach to computer software applications to today's technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage Microsoft Excel 2002 Sarah E. Hutchinson-Clifford, Glen J. Coulthard, 2001-10 Part of the Advantage series this title presents a Feature Method Practice approach to computer software applications to technology and business students It implements an effective learning model which aims to enhance critical thinking skills and also provides students and faculty with application coverage **New Perspectives on Microsoft Outlook 2000** Robin Romero, 2001-04 Leading the way with new technology the New Perspectives Series puts readers in the driver's seat with real life cases that promote critical thinking and problem solving All books in this series feature extensive hands on exercises that have helped thousands of readers learn and remember computer skills Realistic Cases makes learning more meaningful for readers Critical Thinking and Problem Solving Users learn the features of a particular software package in the context of solving a real world problem rather than a laundry list of features Step by step guidance and screen shots keep users on track Quick Check questions enable users to check their progress Excel 2002 - Complete Sarah Hutchinson Clifford, Glen J. Coulthard, 2001-12 The Advantage Series presents the Feature Method Practice approach to computer software applications to today's technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage **Word 2002 Introductory** Sarah E. Hutchinson-Clifford, Glen J. Coulthard, 2001-10 The Advantage Series presents the Feature Method Practice approach to computer software applications to today's technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage The primary market is the Introduction to Computing CIS computer literacy course requiring a lab component that covers software applications Other course areas include Adult and Continuing Education Individual Application courses which are one credit hour designed to provide a brief introduction to a single software application **Micro Office 2000 Illus Sec Crs** David W. Beskeen, 2000-08 Part of the Illustrated Series this text offers a quick visual step by step approach for learning the more advanced features of Microsoft Office 2000 applications **Office**

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*Mastering and Using Microsoft Word 2002* H. Albert Napier, Philip J. Judd, Ollie Rivers, 2001 With over 50 years of combined experience as both academics and corporate trainers Al Napier and Phil Judd have developed a proven approach to mastering and using application software. Through a realistic case approach, numerous business profiles and coverage of MOUS certification objectives, students gain the skills necessary to compete in today's ever-evolving business world.

**Microsoft Word 2000 - Illustrated Brief** Marie L. Swanson, 1999-06-30 Part of the Illustrated Series, this text offers a quick visual step-by-step approach for learning how to create, edit, and format documents using Microsoft Word 2000.

*Word 2002* Sarah E. Hutchinson-Clifford, Glen Coulthard, 2001-07 The Advantage Series presents the Feature Method Practice approach to computer software applications to today's technology and business students. This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage. The primary market is the Introduction to Computing CIS computer literacy course requiring a lab component that covers software applications. Other course areas include Adult and Continuing Education Individual Application courses which are one credit hour designed to provide a brief introduction to a single software application.

*Microsoft Word 2000* Jennifer A. Duffy, Marie L. Swanson, 2000 Part of the Illustrated Series, this text offers a quick visual step-by-step approach for learning basic to intermediate features of Microsoft Word 2000.

**Instructor's Resource Kit to Accompany Microsoft Office 2000** Judith Scheeren, 2000 *A Teacher's Guide to Accompany Write Source 2000*

Meyer, Dave Kemper, Patrick Sebranek, 1990 **Microsoft Windows XP with Internet Explorer** Sarah E. Hutchinson, Glen J. Coulthard, 2003 An introduction to Windows XP which seeks to enhance critical thinking skills and provide students with complete application coverage. There are Feature Method and Practice boxes to prepare students for skills assessment and

end of chapter exercises and reviews

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