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Microsoft Office 2010: Introductory

Cengage Learning 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 Office 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 Office 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.

Microsoft Office Word

Introductory Concepts and Techniques

Course 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. 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.

Microsoft Word 2010: Introductory

Cengage Learning 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.

Microsoft Office XP

Introductory Concepts and Techniques : Word 2002, Excel 2002, Access 2002, Powerpoint 2002, Outlook

2002

Microsoft Office 14

Introductory, International Edition

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

Microsoft Word 97; Introductory Concepts and Techniques

Microsoft Office 2010

Introductory

Cengage Learning MICROSOFT OFFICE 2010: INTRODUCTORY provides a project-based, step-by-step approach to teaching the Office 2007 applications.

Microsoft Office 2007

Introductory Concepts and Techniques

Course Technology Ptr This text "enables students to retain skills by providing audio-visual reinforcement and by applying what they have learned to real-world applicaitons." - back cover.

Shelly Cashman Series

Custom Edition

Microsoft Office XP - Introductory Concepts and Techniques, Enhanced

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

Custom Microsoft® Office 2010

Introductory

Microsoft Office Word 2007

Introductory Concepts and Techniques

Course Technology Ptr 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 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.

Discovering Computers 2005

A Gateway to Information

Course Technology Ptr Set a higher standard. Discovering Computers 2005 continues a tradition of compelling and exciting content, multimedia, and instructional support.

Introduction to Computers

Cengage Learning Get ready to learn about today's digital world with Essential Introduction to Computers. This concise text provides a visually-engaging introduction to the most current information on computers and technology. Students will gain an understanding of the essential computer concepts they need to know to help them be successful in today's computing world. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Custom Microsoft® Office 2010

Introductory, Looseleaf Edition

Discovering Computers and Microsoft Office 2010

A Fundamental Combined Approach

DISCOVERING COMPUTERS& MICROSOFT OFFICE 2010: A FUNDAMENTAL COMBINED APPROACH, International Edition 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.

Discovering Computers 2010: Living in a Digital World, Introductory

Cengage Learning 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 2010: INTRODUCTORY: LIVING IN A DIGITAL WORLD, 1E and the robust Online Companion provide students with the most up-to-date information on the latest technology in today's digital world. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office 97

Introductory Concepts and Techniques

Course Technology Ptr

Java Programming

Introductory Concepts and Techniques

Course Technology Ptr Part of the highly successful Shelly Cashman Series, this text takes the step-by-step approach to learning introductory Java programming skills. With an emphasis on object-oriented programming concepts and real world examples, this book presents students with presents difficult programming concepts in a straightforward and exciting way!

Discovering Computers

Your Interactive Guide to the Digital World, Introductory

Course Technology 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.

Microsoft Office 97

Introductory Concepts and Techniques : Essentials Edition

Course Technology Ptr

Microsoft Office

Course Technology Ptr [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.

Discovering Computers 2011: Introductory

Cengage Learning **DISCOVERING COMPUTERS 2011: INTRODUCTORY**: provides students with a current and thorough introduction to computers by integrating the use of technology with the printed text. This Shelly Cashman Series text offers a dynamic and engaging solution to successfully teach students the most important computer concepts in today's digital world through exciting new exercises that focus on problem solving and critical thinking, along with online reinforcement tools on the unparalleled Online Companion. Updated for currency, students will learn the latest trends in technology and computer concepts and how these topics are integrated into their daily lives. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition

Cengage Learning 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.

Discovering Computers, Introductory: Your Interactive Guide to the Digital World

Cengage Learning **DISCOVERING COMPUTERS: INTRODUCTORY** provides students with a current and thorough introduction to computers. This Shelly Cashman Series text offers a dynamic and engaging solution to successfully teach students the relevancy of computer concepts in their personal, professional and academic lives through exciting new exercises that focus on problem solving and critical thinking. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Office Word 2003

Introductory Concepts and Techniques

Course 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!

Discovering Computers - Introductory

Your Interactive Guide to the Digital World, International Edition (with Student Success Guide)

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.

Microsoft Word 2002

Introductory Concepts and Techniques

Course Technology Ptr 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.

Essential Introduction to Computers

Course Technology Ptr The perfect coverage of essential computer concepts for a course geared towards application software. Topics include hardware, software, communications, networks, the Internet, and covers information on how to purchase computers for personal use.

Microsoft Office 2010: Introductory

Cengage Learning 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 Office 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 Office 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.

Microsoft Office 2011 for Mac: Introductory

Cengage Learning 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.

Engineering Fundamentals: An Introduction to Engineering, SI Edition

Cengage Learning Specifically designed as an introduction to the exciting world of engineering, **ENGINEERING FUNDAMENTALS: AN INTRODUCTION TO ENGINEERING** encourages students to become engineers and prepares them with a solid foundation in the fundamental principles and physical laws. The book begins with a discovery of what engineers do as well as an inside look into the various areas of specialization. An explanation on good study habits and what it takes to succeed is included as well as an introduction to design and problem solving, communication, and ethics. Once this foundation is established, the book moves on to the basic physical concepts and laws that students will encounter regularly. The framework of this text teaches students that engineers apply physical and chemical laws and principles as well as mathematics to design, test, and supervise the production of millions of parts, products, and services that people use every day. By gaining problem solving skills and an understanding of fundamental principles, students are on their way to becoming analytical, detail-oriented, and creative engineers. **Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

Microsoft Works 4.5

Introductory Concepts and Techniques

Course Technology Ptr Intended as a short course on Microsoft Works 4.5 or as a unit of study in an application software course, this text gives students an overview of how to use the word processor, spreadsheet, and database tools.

Conversational Repair and Human Understanding

Cambridge University Press Humans are imperfect, and problems of speaking, hearing and understanding are pervasive in ordinary interaction. This book examines the way we 'repair' and correct such problems as they arise in conversation and other forms of human interaction. The first book-length study of this topic, it brings together a team of scholars from the fields of anthropology, communication, linguistics and sociology to explore how speakers address problems in their own talk and that of others, and how the practices of repair are interwoven with non-verbal aspects of communication such as gaze and gesture, across a variety of languages. Specific chapters highlight intersections between repair and epistemics, repair and turn construction, and repair and action formation. Aimed at researchers and students in sociolinguistics, speech communication, conversation analysis and the broader human and social sciences to which they contribute - anthropology, linguistics, psychology and sociology - this book provides a state-of-the-art review of conversational repair, while charting new directions for future study.

Discovering Computers and Microsoft Office 2010: A Fundamental Combined Approach

Cengage Learning **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.**

Replacement DVD for Shelly/Cashman/Vermaat's Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition

Course Technology Ptr

The Blue Book of Grammar and Punctuation

An Easy-to-Use Guide with Clear Rules, Real-World

Examples, and Reproducible Quizzes

John Wiley & Sons The bestselling workbook and grammar guide, revised and updated! Hailed as one of the best books around for teaching grammar, *The Blue Book of Grammar and Punctuation* includes easy-to-understand rules, abundant examples, dozens of reproducible quizzes, and pre- and post-tests to help teach grammar to middle and high schoolers, college students, ESL students, homeschoolers, and more. This concise, entertaining workbook makes learning English grammar and usage simple and fun. This updated 12th edition reflects the latest updates to English usage and grammar, and includes answers to all reproducible quizzes to facilitate self-assessment and learning. Clear and concise, with easy-to-follow explanations, offering "just the facts" on English grammar, punctuation, and usage. Fully updated to reflect the latest rules, along with even more quizzes and pre- and post-tests to help teach grammar. Ideal for students from seventh grade through adulthood in the US and abroad. For anyone who wants to understand the major rules and subtle guidelines of English grammar and usage, *The Blue Book of Grammar and Punctuation* offers comprehensive, straightforward instruction.

A Vindication of the Rights of Woman

Jazzybee Verlag No feminism or feminist philosophy without "A Vindication of the Rights of Woman". Wollstonecraft argues not only that women ought to have the education of a woman should fit her position and role in society, but also that they are human beings and thus deserve the same fundamental rights as men.

Microsoft Publisher 2010: Complete

Cengage Learning 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 *Publisher 2010*, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In *Microsoft Publisher 2010: Complete* 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 *Publisher 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.

Microsoft Office 2007: Introductory Concepts and Techniques, Windows Vista Edition

Cengage Learning 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* 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 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.