

Quick Course In Microsoft Publisher 2000 Quick Course

The authors teach Access 2000 by showing how to build a relational database that can be adapted for many types of information. Also included is information on tables and forms, database design, sophisticated queries, and database maintenance and management.

A concise, friendly training solution for beginning users, this "Quick Course" book is designed to quickly teach readers the basics of PowerPoint 97. The task-based, document-oriented approach trains users how to create real documents and get productive immediately.

Perfect for educators and trainers, "Quick Course in Microsoft Windows 95" demonstrates in easy steps the ins and outs of this powerful operating system by putting it to work organizing files, running software, and communicating with the outside world.

Showing how to use FrontPage 2000 to create an exciting Web site, this tutorial starts with using a wizard to create a simple set of Web pages and continues with chapters on publishing a Web site, creating a more complex site, and maintaining and updating a site.

"Quick Course" books offer streamlined instruction for the new user in the form of no-nonsense, to-the-point tutorials and learning exercises. The core of each book is a logical sequence of straightforward, easy-to-follow instructions for building useful business documents.

Designed with the busy professional in mind, this 2-page laminated quick reference guide provides step-by-step instructions in Introductory Publisher 2019. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 38 topics covered, this guide is perfect for someone new to PowerPoint or upgrading from a previous version. Topics Include: Creating a New Publication, Customizing Publications, Pictures, Shapes, Objects, Tables, Text, Printing, and Saving.

The quick way to learn Windows 10 This is learning made easy. Get more done quickly with Windows 10. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Discover fun and functional Windows 10 features! Work with the new, improved Start menu and Start screen Learn about different sign-in methods Put the Cortana personal assistant to work for you Manage your online reading list and annotate articles with the new browser, Microsoft Edge Help safeguard your computer, your information, and your privacy Manage connections to networks, devices, and storage resources

Quick Course in Microsoft Publisher 2003, Training EditionFast-track Training for Busy PeopleQuick Course in Microsoft Publisher 2003Fast-track Training for Busy PeopleQuick Course in Microsoft Publisher 2002Training EditionQuick Course in Microsoft Publisher 2000Fast-track Training for Busy PeopleOnline Training Solutions Incorporated

The authors teach Office applications by showing how to create documents people can use in their work. Chapters cover the basics of each application of the Office 2000 suite and then move on to more advanced topics.

Cox and Dudley present a hands-on book for learning Publisher 2000, with an introduction on software and information on creating a postcard, flyer, brochure, and newsletter. Other tips include how to work with frames, graphics, and more--great for self-teaching or classroom use.

In an approachable guide to working with Microsoft Internet Explorer 5, this book offers fast-paced, straightforward learning exercises for quickly grasping the latest Web browser basics and building proficiency.

Knowledge of desktop publishing is essential to securing a job as a computer operator or to start your own DTP studio. This 7- in - 1 book covers CorelDRAW, Photoshop, PageMaker, QuarkXPress, MS Publisher, Corel VENTURA, and Adobe Illustrator, besides necessary details about basics of printing and publishing y all necessary components to create high quality brochures, books, flyers, newsletters, magazines etc.

Fast-paced and to the point. Quick Course "RM" books are designed for the beginning to intermediate computer user that focus on instruction rather than features. End users will discover how to customize Windows 98 to suit the way they work. Find new ways to quickly access and organize documents and information. And learn how to optimize disk performance and to safeguard files by backing them up. Applauded by trainers in business, education, and the government, Quick Course "RM" books are the fast, efficient, and affordable way to keep pace with today's ever-changing software programs.

Looks at the updates, changes, and enhancements of the 2007 Microsoft Office system, with information on Word, Excel, PowerPoint, Publisher, OneNote, Access, Outlook, and Groove. Introduce your students to the latest that Microsoft Office has to offer 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 MICROSOFT PUBLISHER 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text 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 MICROSOFT PUBLISHER 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

"Microsoft Outlook 2000 At a Glance" gives readers a fast, easy, visual way to solve problems and get work done with the latest version of Microsoft's popular desktop information management program. This reference title delivers concise answers and is an ideal desk-side companion for users who need quick problem-solving information.

Provides illustrated step-by-step instructions for using the Microsoft Excel 2000 spreadsheet program

This is supposed to be the age of instant and constant communication, right? And if you have a business, belong to an organization, or have a cause you want to promote, a great-looking flyer or brochure can say a lot. If you have Microsoft Office Professional, Small Business, or Ultimate on your PC, you already have a great communication tool hidden inside—Publisher 2007. Use it to promote your organization with newsletters, cards, and brochures. This book gets you started with Publisher basics so you can start communicating with your public. Chances are you're not planning to become a Publisher guru; you just want to use Publisher to get some things done. Then Microsoft Office Publisher 2007 For Dummies is just the book for you! It has just what you need to know to Understand design basics and plan a page Set up a flyer or publication and place text and pictures where they work best Use various Publisher templates Incorporate images and files from other programs Build Web sites with Publisher Prepare your creations for printing or posting online Whether you're selling a product or service, getting the word out about a not-for-profit organization, or helping out your church, synagogue, or school, Microsoft Office Publisher 2007 For Dummies makes it easy.

Learn how to create spreadsheets for performing important tasks, such as analyzing income, budgeting, and tracking projects. Here is a concise and friendly training solution for beginners. The core of the book is a logical sequence of straightforward, easy-to-follow instructions for building useful business documents.

"Quick Course" books offer streamlined instruction for the new user in the form of no-nonsense, to-the-point tutorials and learning exercises. This title demonstrates in easy steps how to create impressive-looking documents, including a business letter, an eye-catching press release, and a company flier.

We've all been there before, staring at a computer screen with no idea what to do — don't worry Using Publisher 2019 is here to help. Written by best-selling technology author, lecturer, and computer trainer Kevin Wilson, Using Publisher 2019 is packed with easy to follow instructions, photos, illustrations, helpful tips and video demos. Updated to cover Microsoft Publisher 2019, this guide will show you how to: Start Publisher and find your way around the ribbon menu Lay out and design your page Use page parts, text boxes, borders and accents Use pre-designed templates, and build your own Format text: bold, italic, underlined, strike, and super/subscript Align, highlight and change text colour Cut, copy, paste and using the clipboard Use headers and footers Insert SmartArt and clipart Add charts, tables, equations and special characters Add photos, crop, wrap text and use effects Print your publications Check spelling and grammar You'll want to keep this edition handy as you make your way around Microsoft Publisher. Have Fun!

Ideal for use as a self-paced training guide or for instructor-led training, this book offers to-the-point tutorials and learning exercises for quickly grasping desktop publishing basics and building proficiency.

Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Ideal for use as a self-paced training guide or for instructor-led training, this book offers fast-paced tutorials and learning exercises for quickly grasping spreadsheet basics and building proficiency.

Teaches software by showing how to create documents people can use in their work.

Learn how to use Outlook 2000 to keep track of schedules, tasks, and contacts and to communicate with colleagues and friends. Other topics include exploring the Journal component, logging Outlook activities and documents, and archiving old Outlook items.

This title offers effective software training for people in a hurry. The target audience is anyone requiring focused training in order to gain basic proficiency.

An easy-to-use learning tool for beginning to intermediate PC users that offers fast-paced, concise tutorials and learning exercises for quickly grasping the latest Web creation application.

This easy to use, approachable guide provides fast-paced, to-the-point tutorials and learning exercises for quickly grasping application basics and building proficiency. Designed for the beginning to intermediate student, the book can be used for self training and instructor-led classes, focusing on using the computer to get specific tasks done at home or at work.

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