



Projects for Office 2000, Microsoft Certified Edition

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For courses in Access for Windows, PowerPoint for Windows, Excel for Windows, Word for Windows and Microsoft Office Professional for Windows. The SELECT Lab Series uses a class tested, highly visual, project-based approach that teaches students through tasks supported by step-by-step instructions, and extensive 4-color figures that guide learners through the basic skills and procedures necessary to demonstrate proficiency using each software application. SELECT: Projects for Microsoft Office 2000 introduces an all-new design with ample space for note taking. The easy-to-follow, clean presentation uses bold color and a unique program that reduces distraction and helps students stay focused and interested as they work.

***Microsoft Certification** The content of this text is driven by the Microsoft Office User Specialist (MOUS) guidelines and the authors have developed the material from the ground up to reflect these objectives. - Prepares students to take the proficient level exam in the corresponding Microsoft Office 2000 Professional software applications, and gives them the skills necessary to be productive in today's job market.

***Organization** SELECT: Projects for Microsoft Office 2000 consists of nine parts that are intended to be taught as a comprehensive unit but can also be covered separately. The primary Microsoft Office 2000 software applications are also available as individual lab manuals. Introduction to Windows. This brief introduction to the operating system can be used with Windows 98, Windows 95, and Windows NT; all three of which support Microsoft Office 2000. Overview of Internet Explorer 5.0. Outlook 2000. Common Elements. This all new section was created to give students a basic overview of the elements common to the primary Office 2000 software applications. This section can be used as a reference throughout the text as students work through the individual applications or included as part of the course overview. Word 2000. Adds an expanded menu of Microsoft Word 2000 Web-related capabilities and e-mail integration. Excel 2000. New features include new date formatting options that address year 2000 concerns, see-through selection, list AutoFill, new cursors that provide visual cues, and improved chart formatting capabilities. Access 2000. Microsoft Access 2000 has been streamlined from previous versions and provides new ways to integrate Access data with the Web. PowerPoint 2000. Whether you deliver your presentation online or on the Web, the new features in PowerPoint 2000 will make both development and delivery of your presentations much easier. ***Integrated Projects** Students work through step-by-step instructions in three projects designed to integrate files and data among Word, Excel, Access, and PowerPoint. - Introduces students to the Office 2000 teamwork concept. ***Running Case** The SELECTIONS, Inc. Department store is an all-new case. Each project begins with a scenario that puts students in the department store where they perform tasks that relate to a particular area or division of the store. - Puts students in an environment they can relate to, both as students and as future professionals and helps prepare them for what they may encounter in the business world. ***Challenge/Strategy/Setup** Once the student is familiar with the Running Case scenario for the project, the Challenge explains what they are actually going to do as they work through the tasks, the Strategy summarizes a plan for achieving that goal, and the Setup provides the settings necessary to ensure that the screen the student sees will match what is shown in the book. ***Web Tip** Each project contains at least three Web Tips that encourage students to explore Web sites that relate to the tasks they are performing in the application, professional organizations that enhance the material, or direct them to topics of interest on their own. Because the Web is constantly changing, some links referenced in Web Tips may become inactive during the course. All links in the Web Tips will be updated through the SELECT Web Site at <http://www.prenhall.com/select> - Provides students with links to helpful Web sites and tips for locating additional information about specific topics on the World Wide Web. ***Check Point** Check Points are placed at intervals throughout each project. - Provides review topics students can use to assess their skills

or knowledge about related topics or about tasks previously covered. *Break Point Each project has been designed to take approximately one hour in the lab. Because students learn at different paces or may not have a full hour to complete a project, the Break Point feature appears at about the midpoint in each project and takes the guess work out of having to decide whether or not its appropriate to stop. - Alerts the student of a good stopping point if they need a break but want to continue the project later. *Tips and Troubleshooting Boxes These feature boxes, popular with both instructors and students, appear throughout the text and have been revised and updated. Tips boxes include material that may be useful but that is not required in the step-by-step task instructions. Troubleshooting boxes alert students to problems they may encounter while using the applications and suggest possible causes for the problems along with potential solutions.

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Agatha Draper:

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