

Microsoft Office 2003: Essentials Course (Microsoft Office 2003 Series)

Brian Favro, Russel Stolins



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Microsoft Office 2003: Essentials Course (Microsoft Office 2003 Series) Brian Favro, Russel Stolins The new Microsoft® Office 2003 system promises to be the best Office version yet, allowing users of all levels to work smarter and more efficiently. The newest edition of our best selling Essentials Course provides an excellent survey of the Office 2003 system. The text begins with basic computer concepts, introduces Windows, and surveys Office 2003 applications. Students are introduced to Internet Explorer, Outlook, Word, Excel, Access, and PowerPoint. The text concludes with a comprehensive integration project that brings the applications together.

Labyrinth's new Microsoft Office 2003: Essentials Course builds on the success of past editions. Our unique instructional design makes learning faster and easier for students at all skill levels. The compelling case studies demonstrate the relevance of subject matter in practical situations. Multiple exercise levels, including critical thinking exercises, reinforce the subject matter and ensure mastery of the material.

Our Microsoft Office 2003: Essentials Course is accompanied by a comprehensive set of instructor support material that includes a course syllabus, lecture plans, PowerPoint presentations for each lesson, and a user-friendly test bank.

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